

# Using *The Master Genealogist* to produce data for VicFamilies GSV members online research interests directory

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*The Master Genealogist* (TMG) is one of the most comprehensive programs available to record your family history and will readily produce 'comma separated' files to import into our VicFamilies database or any other database for various purposes. Along with other programs, consistency of data entry will always produce a more pleasing result, so it is a good idea to check your Master Place List for any discrepancies before you start the export.

There are six steps to creating a file for inclusion in the VicFamilies database. This database is available to all on the GSV website [www.gsv.org.au](http://www.gsv.org.au) and your data may be updated periodically as your research interests change and grow. The criteria for inclusion are that the subjects must have resided in Victoria at some time and they must not be living. Submissions are only accepted from GSV members.

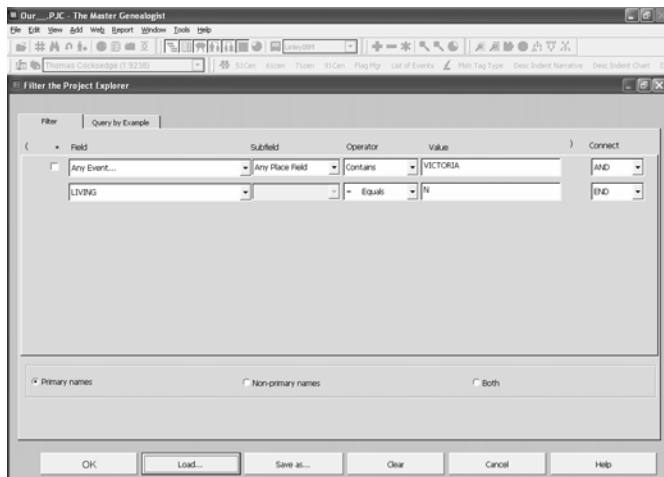
You may choose whether to use full dates or just years, cut-off dates for inclusion, full names or just surnames. It is also your decision how you want your name and contact details to appear. As the database is queried each time and is not a static webpage, your contact details should not be available to web harvesters and the like.

## 1. Filter your data to meet the criteria of any event in Victoria.

TMG has many options but my preferred method is to use 'Project Explorer' and create a filter asking for:

Field = Any event, subfield = Any place field, Operator = Contains, Value = Vic [this will depend on how you enter place names, another option is Operator = Begins with, Value = Vic]

Change the connect value from 'End' to 'And' and in the next line –



Field = Living (which does not have a subfield), Operator = Equals Value = N.

You can then choose whether to include all name variants or only primary names.

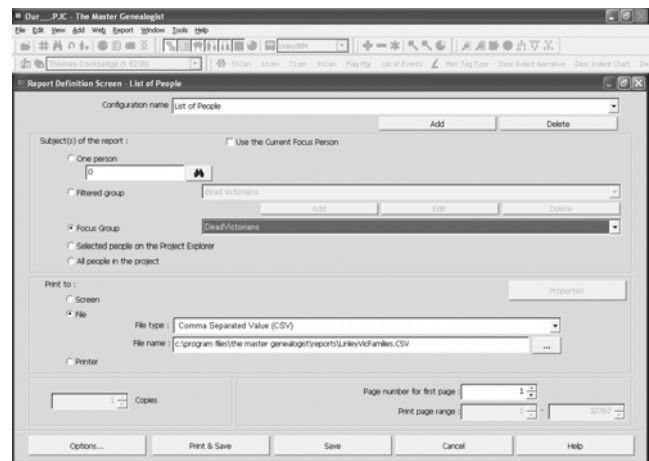
It is a good idea to save the filter for future use by clicking on 'Save as ...' then giving it a name such as 'DeadVictorians'. Some might like to add further criteria such as birth group date is before 1900 or death group date is before 1950. It is your choice as it is your family data you are publishing and it is important to consider family sensitivities.

Click OK and the 'Project Explorer' will now contain only those who meet your criteria. You may also wish to create and save a 'Focus Group' for later use via the right click menu. This is useful if you wish to remove selected people from your list, eg those who were in Victoria, Canada, or those you are not in the least bit interested in pursuing and have nothing to offer other researchers.

## 2. Create a report / export your data.

Now open the Report Menu and select the option 'List of People'. For the subject(s) of the report, choose either a filtered group or the focus group according to your above selections. The filtered group could also have been created here if you have no need to review the inclusions.

In the lower half of the report definition box, select 'File' and choose 'Comma Separated Value' from the drop-down list. Name the file in order to save it.

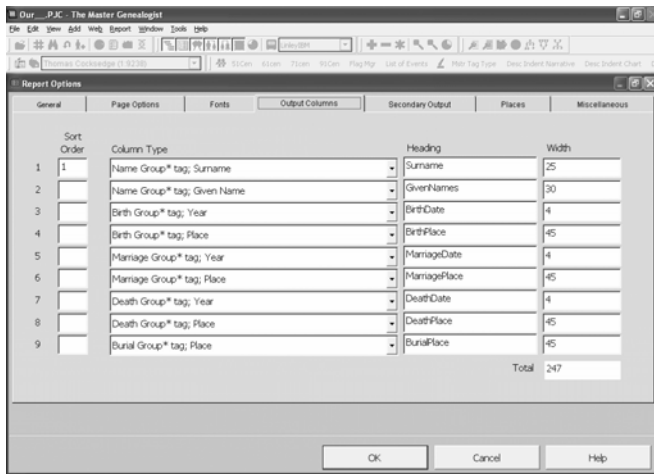


Then click on 'Options' and select the 'Output Columns' tab and choose the fields/column type to output.

One of the few weaknesses of TMG is that only nine fields are available for output, so you will need to decide which ones are the most useful for your database. I prefer to use the ones illustrated below.

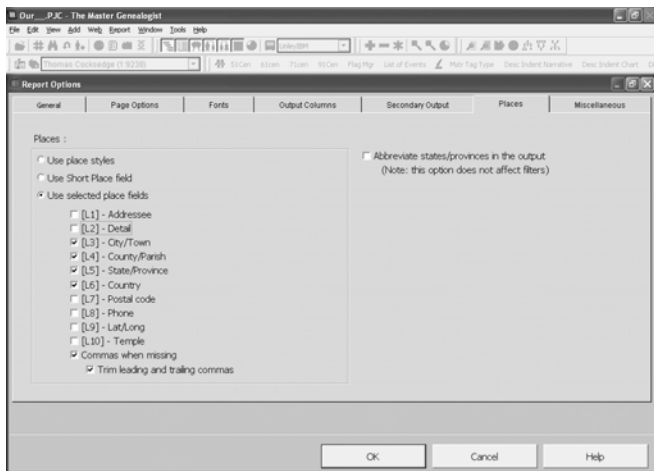
TMG will allow you to choose which place levels you output so I leave out street details, etc and I prefer to use just a year for my dates. The aim of the database is to connect people with the same research interests, so it is better not to give too much information and encourage long lost cousins to contact you for further information.

Change the headings to those shown: Surname; GivenNames; BirthDate; BirthPlace; MarriageDate; MarriagePlace; DeathDate; DeathPlace; BurialPlace (that will save me a job in the import process!). Adjust the column sizes to ensure long place names fit. Be generous — there are no limits within the database as the data will wrap.



You could choose to add the spouse's name, and then split the surname and given names in Excel later, but a spouse should appear in his/her own right if they qualify as a 'Dead Victorian'.

Next choose the places tab, and select the level you prefer.



### 3. Click on OK to save the data.

When you are returned to main report screen (see above), click on "Print & Save" to create the CSV report file.

### 4. Check it out

Open the file in Excel, Works, Access or a text editor (eg WordPad or Notepad).

Check that the right people and events are present. You may delete rows easily here or edit as required. However you must only save the changed data in \*.csv format, not an Excel, etc. format.

### 5. Add your contact details

Add 3 columns — your name, contact details and date submitted. In Excel it only takes a click to fill the

columns for each row. The headings for these columns are: Submitter, Contact and DateSubmitted.

I repeat that it is essential to save the file as a \*.csv file, **not in Excel, etc.** format.

### 6. Save it & send

Send to me at <libraryadmin@gsv.org.au>.

To see the finished result go to the GSV website **www.gsv.org.au**, under the Search tab, click on VicFamilies and in the query box for submitter, type in Linley. To date we have about 30,000 entries but we need your contribution to make the project of value to all. We have published instructions for using Personal Ancestral File (PAF), Family Tree Maker (FTM), Legacy and now TMG. If you need further help, the authors of those articles may be contacted through our mailing list <GSV-L@rootsweb.com>.

## Fast Track Your Family History Using the Internet with GSV resources

Saturday 24 June 2006

**Australia 10.00 am – 12.30 pm**

All sessions will draw on features of the GSV library catalogue to search on the Internet and in the GSV library and cover all Australian States.

- ♦ Locate BDM indexes; check information on certificates; purchase certificates; read certificates; document your sources; use maps; use family history software.
- ♦ Find cemetery records; locate probate indexes; obtain wills; find newspaper indexes; locate newspapers.
- ♦ Locate passenger arrival indexes; find other sources for name of ship; obtain copies of passenger lists; use a gateway site to find information on the Internet.

**British Isles 1.30 pm – 4.00 pm**

All sessions will draw on features of the GSV library catalogue to search on the Internet and in the library for England, Wales, Scotland, and Ireland.

- ♦ Locate BDM indexes; check the information provided on each certificate; purchase certificates; read certificates; use FamilySearch; use maps; document your sources; use family history software.
- ♦ Use census records (indexes and images); Use *Ancestry.com* etc.
- ♦ Locate probate indexes; obtain wills; use a gateway site to find information on the Internet.

GSV members: half day \$18.50, full day \$30.00

Non-members: half day \$25.00, full day \$40.00

Booking with payment is essential