

# TMG Preference Options & Our Suggested Settings

Heading	From TMG Help files (with minor formatting changes)	Our Suggestion
<b>Program Options - General</b>		
View History remembers Details tab	When checked, the View menu history remembers the tab in the Details window that was in use, as well as the previous focus persons.	Checked
Open Picklist to current Focus Person	When checked, the Picklist will open with the highlight on the current focus person. When not checked, it will open at the top.	Checked
Show status bar	When checked, a status bar appears at the bottom of the screen which gives information on the status (off/on) of Insert, NumLock, Scroll Lock, and Caps Lock keys. When these keys are on, the words are bolded.	Checked
Show Cue Cards	When checked, tips about how to do various functions will appear the first time you enter a particular screen. <ul style="list-style-type: none"> <li>● You can turn off the Cue Card for a particular screen by deselecting Show this cue card again next time in the Cue Card window.</li> <li>● In addition, you can right-click on the Help button in any screen to trigger a Cue Card for that screen (in case you want to view it again).</li> <li>● Closing the first Cue Card triggers an option to turn all Cue Cards off.</li> </ul>	Your choice  Good for beginners  Ours are Unchecked
Maximum number of Simultaneous web searches	Enter the maximum number of web searches to do simultaneously. The default is 10. <ul style="list-style-type: none"> <li>● If you have problems with web searches, you may wish to reduce the number.</li> <li>● If you have a fast computer and lots of memory, you may want to increase it.</li> <li>● The maximum possible is 99.</li> </ul>	Your choice  Ours are the default 10
Wallpaper File	You may select a graphic file to appear as background to the windows on the TMG screen.	None
Wallpaper Mode	You can choose how the wallpaper file will be displayed by clicking the arrow to the right. Your choices are: <ul style="list-style-type: none"> <li>● <b>Clip</b> - uses the image as is.</li> <li>● <b>Stretch</b> - stretches the image to fill the background window.</li> <li>● <b>Stretch Isometric</b> - fills the background window as nearly as possible, but keeps the image from becoming skewed.</li> <li>● <b>Tile</b> - repeats the image to fill the background window.</li> </ul>	Your choice  Ours is clip (the default)
When opening a second Project	Click on the arrow to the right to choose to: <ul style="list-style-type: none"> <li>● Close the current project</li> <li>● Keep both projects open</li> <li>● Ask each time.</li> </ul>	Ask each time
Date Format	You can select to display dates in many different formats. Use the arrow to the right to make your choice.	dd Mmm yyyy
Format of ID	Each individual is given an ID Number by the program. By clicking on the arrow to the right, you can choose to: <ul style="list-style-type: none"> <li>● Display the ID Number</li> <li>● The Reference Field <ul style="list-style-type: none"> <li>○ Info in this field must be entered by you and can be either alpha or numeric characters.</li> </ul> </li> <li>● Both the ID number &amp; the Reference field</li> </ul>	ID Number

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Default Project Path	You may enter a path to be used as the default when new projects are imported. The default is to place them in a PROJECTS folder under the default program user data tree folder. Example: C:\Users\Your user name\Documents\The Master Genealogist v7\Projects\	Use TMG's default path
Old style date range	The default for Old Style dates is 1583-1752, the date span over which the Gregorian calendar was adopted by various countries. You can change these dates by dialing the dates you want to use. You might want to change this if much of your research is in countries that changed to new style dates at a time other than the default.	1583-1752
<b>Program Options - Startup and Exit</b>		
Show Welcome window	When checked, the Welcome Window will display at startup.	Unchecked
Show tips and hints	When checked, Tips and Hints will display at startup.	Unchecked
Length of Splash screen display:	You can set the number of seconds that the splash screen (the TMG signature window) will display at startup. The default is four seconds. <b>Note:</b> Reducing the time this displays get you into your database faster.	Your choice Our choice - 2 seconds
Check the website for an update every	You can download and apply updates to the program that are posted on a TMG web site. If the Update Wizard finds a patch, it will download and apply it automatically. An Internet link is required to use this feature. In Check the web site for an update every ___ days, enter the interval (in number of days) that you would like to check for updates. If set to zero, no check will be made. You can still access the web site through the Message Manager on the Help menu.	Your choice Dawn - 0 days Margo - 7 days
Check for messages every	You can set TMG to go to the Message Manager automatically at the intervals you select. Dial the number of days you want. If set to zero, the automatic function will be turned off. You can still access messages through Message Manager on the Help menu.	7 days
Prompt to save layout	When checked, you will be prompted to save the Layout on exit if it has changed.	Your choice Dawn - Unchecked Margo - Checked
Prompt for backup	When checked, you will be prompted to back up on exit.	Checked
<b>Program Options - Data Entry</b>		
Minimum memo font size	Dial a minimum font size for the memo field by clicking on the up or down arrows. The smallest possible font is 6 pt.	Your choice Our choice - 10 Points
Maximum memo font size	Dial a maximum font size for the memo field by clicking on the up or down arrows. The largest possible font is 99 pt.	15 Points
Data Entry mode:	Beginner (the default) Advanced - When Advanced is checked: <ul style="list-style-type: none"> <li>● The Beginner mode will be turned off</li> <li>● The following data entry fields will be visible: <ul style="list-style-type: none"> <li>○ Roles,</li> <li>○ Event-specific name (name variation),</li> <li>○ Sort Date</li> <li>○ Place Styles</li> <li>○ Name Styles</li> <li>○ Witnesses</li> <li>○ Sentence</li> </ul> </li> </ul>	Advanced  <b>We strongly suggest</b> that you choose this mode of entry to be able to fully use <b>all</b> the program features

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	<ul style="list-style-type: none"> <li>○ Sureties</li> </ul>	
Place/Name labels	<p>You may choose how Place labels and Name labels will be displayed on the Tag Entry screen. Your choices are:</p> <ul style="list-style-type: none"> <li>● <b>Enabled</b> - When you tab through the Tag Entry screen, the cursor will stop on the field label, as well as in the data entry field.</li> <li>● <b>Disabled</b> - When you tab through the Tag Entry screen, the cursor will not stop on the field label, only in the data entry field.</li> <li>● <b>Available only with mouse</b> - When you tab through the Tag Entry screen, the cursor will not stop on the field label, only in the data entry field. However, you may click on the label to access it.</li> </ul>	<p>Available only with mouse</p> <p>This choice gives you the best of both worlds.</p>
Spell Checker	<p>Internal - If you check this option, selecting the Spell Checker will bring up TMG's internal Spell Checker.</p> <p>Microsoft Word - If you check this option, selecting the Spell Checker will bring up Microsoft Word and will use its spell checking feature. This feature is particularly helpful for people using languages other than English, since they will have a spelling dictionary in their own language.</p> <ul style="list-style-type: none"> <li>○ Grammar Checker - When you select Microsoft Word as your Spell Checker, you have the option to Also check grammar.</li> </ul>	Internal
Use buttons for Add/Edit/Delete/Primary on the Details window	<p>If you check this option, four buttons are enabled to the right of the Tag Box to improve usability for beginners. These buttons are enabled by default for Beginner Mode.</p> <p><b>Our comment:</b> These buttons are not necessary and take up space on your details window.</p>	Unchecked
Use Tabbed version of Tag Entry	When checked, the tabbed version of the Tag Entry Screen will be used.	Unchecked
Open Reminder window automatically	<p>With this box checked, reminders giving guidance for entering source, citation, and tag data will open when the data entry screens are opened. If this option is disabled, you can always open any specific reminder window by clicking the Reminder button on the data entry screen. Reminders are not available for all source types, sources, and tag types. A green Reminder button on a Tag Entry, Citation or Source Definition Screen General tab indicated that a reminder is available.</p>	Checked
<b>Program Options - New People</b>		
Check for duplicates while adding new people	<p>Select this option to enable the duplicate person check when adding new people using the Add Person Screen or Quick Add Screen.</p> <ul style="list-style-type: none"> <li>● <b>Surname</b> - To set the surname option, click on the radio button next to your choice. <ul style="list-style-type: none"> <li>○ Same soundex - Only select surnames that have the same Soundex code</li> <li>○ Identical spelling - Only select surnames with identical spelling</li> </ul> </li> <li>● <b>Given name</b> - To set the given name option, click on the radio button next to your choice. <ul style="list-style-type: none"> <li>○ Same first letter - Select all given names beginning with the same letter</li> <li>○ Same soundex - Only select given names that have the same Soundex code</li> <li>○ Identical spelling - Only select given names with identical spelling</li> </ul> </li> </ul>	Identical spelling checked under surname and given name
Check only primary names of existing people	Select this option to only evaluate the primary names of existing people.	Checked
Check people of the same sex only	Select this option to only evaluate existing people of the same sex.	Checked
Birth Date- years are within	<p>To set the birth date option, click on the radio button next to your choice.</p> <ul style="list-style-type: none"> <li>● Years are within __ years - Only select birth years that are within the selected range (default is 10 years)</li> <li>● Have a year in common - Only select birth years that share a common year</li> </ul>	Years are within & 10 years

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	<ul style="list-style-type: none"> <li>Exact dates are identical - Only select birth dates that are identical</li> </ul>	
Disqualify parents, children, and siblings	Select this option to not consider the parents, children or siblings of existing people.	Checked
Display warning in red	<p>The <b>Possible matching people: n</b> warning will display in red on the Add Person Screen or Quick Add Screen if this option is selected.</p> <p><b>Note</b> that the warning only appears when the person being entered is a possible duplicate based on the criteria selected on this Preferences screen.</p>	Checked
<b>Program Options - Item Tips</b>		
Show Item Tips on....	<p>When Item Tips are turned on and you pass the cursor over a field that is not fully visible, the field will be shown as an Item Tip.</p> <p>For example, if the column for Date is not wide enough to see the whole date, and Item Tips are turned on for the Person View, pass your cursor over the date field and the full date will be displayed.</p> <p><b>Note 1:</b> This is especially helpful in the Name/Place field of the Details window as you will be able to read most if not all of your memo field entry.</p> <p><b>Note:</b> Item tips may be turned on by using the right click menu while cursor is one a window</p>	<p>Checked for:</p> <ul style="list-style-type: none"> <li>person view</li> <li>Children list</li> <li>Siblings list</li> <li>Associates list</li> </ul>
<b>Program Options - Exhibits</b>		
New image exhibits should be added as:	<p>You can choose whether new image exhibits should be added as external or internal exhibits. Your choices are:</p> <ul style="list-style-type: none"> <li><b>Links to External files</b> - If you select this choice, new image exhibits will be added as links to external image files.</li> <li><b>Internal Exhibits</b> - If you select this choice, new image exhibits will be added to the project data tables.</li> <li><b>Ask each time</b> (default setting) - If you select this choice, you will be prompted as to whether a new image exhibit should be added as an external or internal exhibit.</li> </ul>	<p>Your choice</p> <p>Our choice - Links to external exhibits</p>
In the exhibit log, when an external image exhibit is missing:	<p>You can choose whether missing external image exhibits are displayed as frowny face icons in the Exhibit Log or whether the image thumbnails will continue to be displayed. Your choices are:</p> <ul style="list-style-type: none"> <li><b>Display the thumbnail</b> - If you select this choice, the thumbnail will be displayed even when an external image file is missing.</li> <li><b>Display the frowny face icon</b> (default setting) - If you select this choice, a frowny face icon will be displayed when an external image file is missing. <ul style="list-style-type: none"> <li>This option allows you to open the Exhibit Log, change the focus to "All Exhibits", and browse the exhibits to quickly identify any external image exhibits with missing files.</li> </ul> </li> </ul> <p><b>Note:</b> If you choose the thumbnail option you may not realize that the link to the actual file has been broken as you are seeing what you expect to see. The frowny face is not what you are expecting to see.</p>	<p>Your choice</p> <p>Our choice - Display the frowny face icon</p>
<b>Program Options - Slideshow</b>		
	<p>These options affect the Slideshow manager. Your options are:</p> <ul style="list-style-type: none"> <li><b>Loop</b> - When checked, the slideshow will loop from the end back to the beginning and start over. Pressing &lt;Esc&gt; will stop the looping and return you to the Slideshow Manager. When not checked, the slideshow will stop at the end.</li> <li><b>Self-running</b> - When checked, the slideshow will run automatically, pausing on each slide, then continuing. When not checked, only the highlighted slide will be shown and you will have to move manually from slide to slide.</li> <li><b>Full screen</b> - When checked, the slideshow will be full screen. When not checked</li> </ul> <p>These options affect the Slideshow manager. Your options are:</p>	<p>We have left the defaults in place as we have not used this feature</p>

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	<ul style="list-style-type: none"> <li>● <b>Loop</b> - When checked, the slideshow will loop from the end back to the beginning and start over. Pressing &lt;Esc&gt; will stop the looping and return you to the Slideshow Manager. When not checked, the slideshow will stop at the end.</li> <li>● <b>Self-running</b> - When checked, the slideshow will run automatically, pausing on each slide, then continuing. When not checked, only the highlighted slide will be shown and you will have to move manually from slide to slide.</li> <li>● <b>Full screen</b> - When checked, the slideshow will be full screen. When not checked, the slideshow will be in a window.</li> <li>● <b>Effects</b> - When checked, the Slideshow Manager will honor the effects selected in the slide properties. When not checked, there will be no special effects.</li> <li>● <b>Default slide duration</b> - Dial the length of time in seconds that the slide will display. The default is 5 seconds.</li> <li>● <b>Self-optimize</b> - If this option is checked, the Slideshow Manager will optimize itself automatically when frames are no longer in use (after you close the Slideshow Manager). <ul style="list-style-type: none"> <li>○ Whether checked or unchecked, Slideshow Manager will be optimized when File &gt;Maintenance &gt; Optimize is run.</li> <li>○ If you have a slower system, you should leave this option unchecked and run Optimize occasionally to clean up the Slideshow Manager.</li> </ul> </li> </ul>	

### Program Options - Lists

Minimum font size:	Allows you to enter the minimum font size that you want to display in lists.	10 Points
Maximum font size:	Allows you to enter the maximum font size that you want to display in lists if the TMG 5/6 method of window resizing is used.	10 Points
List font:	<p>Allows you to enter the font that you want to display in lists. The program default is Tahoma.</p> <p><b>Note:</b> We have both chosen Arial as it is a slightly larger typeface than Tahoma at the same point size, i.e. at 10 points Arial will appear larger than Tahoma.</p>	Arial
Show vertical lines	<p>When checked, vertical lines will appear between fields in lists.</p> <p><b>Note:</b> If lines help your eyes track as you read across your monitor, you will want to check all 3 options regarding lines.</p>	<p>Your choice</p> <p>Dawn - Unchecked Margo - Checked</p>
Show horizontal lines	When checked, horizontal lines will appear between rows of data in list windows.	<p>Your choice</p> <p>Dawn - Unchecked Margo - Checked</p>
Show lines for empty rows	When checked, empty rows will also appear with horizontal lines	<p>Your choice</p> <p>Dawn - Unchecked Margo - Checked</p>
Picklist - Simple or Expanded	<p><b>Simple Picklist</b> - When checked, a simplified version of the Picklist will be available.</p> <p><b>Expanded Picklist</b> - When checked, a Picklist with more features will be available.</p>	Expanded
Confirm multiple witnesses selected with the Expanded Picklist	With this option selected, you will get a prompt to confirm your selection of multiple witnesses from the Expanded Picklist.	Checked

### Program Options - Prompts

Prompt for Marriage of parents	If this is checked, when parents are entered you will be prompted to enter their marriage.	Checked
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Prompt for married names	If this is checked, when a marriage is entered for a female, you will be asked if a married name tag should be created for her. If you create this tag, she will be listed under both names in the Picklist and Project Explorer.	Checked
Copy date field from marriage	If this is checked, you will be asked if you want to copy the marriage date from the marriage tag to the married name tag.	Unchecked  We like all our name tags to sort together
Assign surname of Father	If this is checked, when you add a child, the child will be assigned the surname of the father.	Checked
Access sort date field	If this is checked, the cursor will stop in the sort date field on the Tag Entry screen. If it is not checked, the field will be grayed out and you will not be able to change it. The cursor will skip it when you are entering data.	Checked
Validate LAT/Long Value	If checked, an entry in the LAT/LONG will be validated to be sure it is an appropriate value. <b>Our comment:</b> This is only important if you are entering LAT/Long values. We would check this options if we were entering these values.	Your choice  Dawn - Unchecked Margo - Checked
Prompt to update sort Date	If checked, when you enter a date you will be asked if you want to update the sort date field with that new date.	Checked
Prompt to copy principal sentence to other principal	If checked, the sentence for the first principal will be copied to the second principal.	Checked
Prompt to search for embedded citations when deleting a source	<p>Embedded citations that you have entered into event tag memos can reference a source that you are deleting. When you delete a source, you can, optionally, have the program search for any embedded citations that reference the deleted source and remove those embedded citations. Your choices are:</p> <ul style="list-style-type: none"> <li>● <b>Never prompt; do not search</b> - When you delete a source, event memos are not searched for embedded citations.</li> <li>● <b>Prompt me each time</b> - Each time that you delete a source, you will be asked as to whether you wish to search all event memos for embedded citations that reference that source.</li> <li>● <b>Never prompt; always search</b> - When you delete a source, there is no search for embedded citations that reference the source.</li> </ul> <p>With a large data set, the search for embedded citations in event memos can take a very long time. For this reason, the default selection is Never prompt; do not search.</p> <p><b>Our comment:</b> If you use embedded citations, you might want to consider this option; however, keep the above statement in mind.</p>	Never prompt; do not search

### Program Options - Warnings

	<p>You can change the way the program warns you in a variety of ways. To turn off the warning, deselect the box next to it. All warnings are on by default. Many warnings can be disabled from the warning when it occurs without the need to go to Preferences. Your warning options are the following:</p> <ul style="list-style-type: none"> <li>● <b>Warn when surname in CAPS</b> - When checked, you will be warned when a surname has been entered in CAPS.</li> <li>● <b>Warn when surname does not exist</b> - When checked, you will be advised that the surname does not exist in the data set and asked if you want to add it. <ul style="list-style-type: none"> <li>○ This prevents you from inadvertently adding a misspelled name.</li> </ul> </li> <li>● <b>Warn when no primary tag</b> - When checked, if you delete a tag you will be warned if no primary tag of that type exists.</li> <li>● <b>Warn before searching for field value</b> - When checked, you will be warned when</li> </ul>	All checked
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	<p>you press &lt;F2&gt; in a place field that the search may take a while. You must then say Yes to continue.</p> <ul style="list-style-type: none"> <li>● <b>Warn when tag has no citation</b> - When checked, you will be warned if you try to enter a tag with no citation.</li> <li>● <b>Warn when citation has no sureties</b> - When checked, you will be warned if you try to enter a source citation without a surety value. (Advanced Mode only)</li> <li>● <b>Warn when date is outside the appropriate date range</b> - Determines if and when a warning will be triggered when you enter an event with a date which is inconsistent with the start and end years for that event's currently recorded date.</li> <li>● <b>Warn when date MIGHT be outside the appropriate date range</b> - This option performs a more liberal comparison between the dates than the option above.</li> <li>● <b>Warn when place is outside the appropriate date range</b> - Determines if and when a warning will be triggered when you enter an event with a date which is inconsistent with the start and end years for that event's place as specified on the Master Place List. <ul style="list-style-type: none"> <li>○ e.g., Event date = 1820; Place start year = 1830</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>● <b>Warn when place MIGHT be outside the appropriate date range</b> - This option performs a more liberal comparison between the dates than the option above. Although the dates in the example below are not strictly inconsistent, the event date does allow for the event to have happened before the starting year of the place. <ul style="list-style-type: none"> <li>○ e.g., Event date = Before 1840; Place start year = 1830 <ul style="list-style-type: none"> <li>- In this case, for instance, the user might be inspired to change the event date from "Before 1840" to "Between 1830 and 1840". [for more info see help file]</li> </ul> </li> </ul> </li> <li>● <b>Warn when selecting multiple witnesses using the simple Picklist</b> - When enabled, the warning will appear when you click the add multiple witnesses button from event Tag Entry screen.</li> </ul>	All checked
<b>Program Options - Project Explorer</b>		
Font size	Enter the font size to be used in the Project Explorer.	Whatever is comfortable for you  Ours - 10 Points
Font name	Select the font to be used in the Project Explorer; Tahoma is the default font.	Tahoma
Background	Click on the select button to select an image to be used for the background of the Project Explorer.	Empty
Identify Primary Name with:	You can select Bold or Asterisk to mark primary names in the Project Explorer. This will also change primary names to bold on the Expanded Picklist (but not on the Simple Picklist).	Asterisk
Display locks	When checked, lock images will be displayed in the Project Explorer, indicating that data sets are locked. Clearing this box gives you a little more screen space.	Checked
Multiline text	When checked, the text for each Subject in the Project Explorer will wrap so that it is all visible in the window. You can also turn this feature on/off by right-clicking on the Project Explorer and selecting Multiline text on Project Explorer.	Your choice  Dawn - Unchecked Margo - Checked
Display ID Numbers	When checked, ID Numbers will display on the Project Explorer.	Checked
Enable Drag-n-Drop	When checked, you can move or copy people in the Project Explorer by selecting them with the mouse and dragging them in the PE window.	Checked

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<b>Program Options - Tag Box</b>		
<b>Note:</b> When you make selections that affect the appearance of the Person View/Tag Box such as adding or removing display columns, you will need to save those changes by creating a custom layout or by saving your current layout if you are already using a custom layout. If you do not save your changes, the layout will revert to its current settings the next time that you exit and restart TMG.		
Number of rows per tag	You can enter the number of visible rows for each tag in the Tag Box. The default is 2.	2
Undated Tags sorted	You can choose to have undated tags sorted to the top, bottom, or none (not sorted).	Your choice Dawn - Top Margo - Bottom
Name Tags Sorted	You can choose to have name tags sorted to the top, to the bottom, or by Sort Date.	Your choice Dawn - Top Margo - Bottom
Identify Primary Event with:	You can select Bold or Asterisk to mark primary events.	Asterisk
Columns	Your choices are: <ul style="list-style-type: none"> <li>● <b>Show Witness column</b> - When checked, a Witness column, which displays a checkmark if there are witnesses to this tag, will be shown on the Tag Box in the Details window.</li> <li>● <b>Show Exhibits column</b> - When checked, an Exhibits column, which displays a checkmark if there are exhibits attached to this tag, will be shown on the Tag Box in the Details window.</li> <li>● <b>Show Tasks column</b> - When checked, a Task column, which displays a checkmark if there are tasks attached to this tag, will be shown on the Tag Box in the Details window.</li> <li>● <b>Show Age column</b> - When checked, an Age column, which displays the age at each event, will be shown on the Tag Box in the Details window.</li> <li>● <b>Show Surety column</b> - When checked, the Surety columns will display near the right side of the Tag Box and Name Box on the Person View</li> <li>● <b>Show Source column</b> - When checked, a Source column, which displays a checkmark if there are source citations attached to this tag, will be shown on the Tag Box in the Details window.</li> <li>● <b>Show Memo column</b> - When checked, a Memo column, which displays a checkmark if the tag memo contains text, will be shown on the Tag Box in the Details window.</li> </ul>	Checked: <ul style="list-style-type: none"> <li>• Age</li> <li>• Surety</li> <li>• Source</li> </ul> Unchecked: <ul style="list-style-type: none"> <li>• Memo</li> </ul>
Show only basic events	When checked, only birth, marriage, death, and burial events will show in the Tag Box.	Unchecked
Show Children	When checked, children will be displayed in the Tag Box, as well as in the Children window.	Checked
Show witnessed events	When checked, witnessed events will display in the Tag Box.	Checked
Show non-primary events	When checked, non-primary events will display on the Tag Box.	Checked
Show excluded data	When checked, data that has been excluded using a hyphen at the beginning of the field will show in the Tag Box.	Unchecked
Show Date instead of Sort Date	When checked, the actual event date will be displayed in the Tag Box rather than the Sort Date.	Checked
Show History Events for unlinked people	If unchecked, only those history events which are linked to the Subject will be displayed on his Person View. If checked, all history events which fall within the time frame of the Subject's life will be displayed whether or not they are linked to the Subject.	Unchecked



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Show timelines with color	When checked, selected timelines will be displayed in the Tag Box. If you have chosen to show timelines on the Tag Box, you can select background and text colors.	Unchecked
Enter key accesses Tag Entry Screen	When checked, pressing the <Enter> key while the cursor is on a tag in the Tag Box causes the Tag Entry screen to open.	Checked

### Program Options - Custom Styles

**Note:** You can automatically apply a default custom style to each new data set that is created from scratch or imported from GEDCOM in the current project or any new project by creating a custom style in File > Preferences > Program Options: Custom Styles. (In other words, this will not affect data sets that have already been created.)

Name Styles	Your choices are: <ul style="list-style-type: none"> <li>• U.S. Standard name style</li> <li>• Custom name style</li> </ul>	U.S. Standard name style
Place Styles	Your choices are: <ul style="list-style-type: none"> <li>• U.S. Standard place style</li> <li>• Custom place style</li> </ul>	Custom place style
Modify Custom Styles [click button to modify]	If you have checked Custom for either Names or Places, you must set up your custom style. To change the name or place style: 1. Click [Modify Custom Styles]. The Custom Style Modification window will appear. 2. Lookup: Custom Style Modification	

### Program Options - Reports

Prompt to open file output:	When creating reports, you can choose whether or not to open reports that have been sent to file. You have three options for prompts at the end of the report process: <ul style="list-style-type: none"> <li>• Never ask; do not open the file</li> <li>• Always ask</li> <li>• Never ask; always open the file</li> </ul>	Always ask
Flag changes update the Last Edited date:	When writing reports that change flags, you can choose whether or not to change the Last Edited date. Your choices are: <ul style="list-style-type: none"> <li>• Never</li> <li>• Always</li> <li>• Ask each time</li> </ul>	Your choice Our choice - Never
Preferred output types	The list of possible output types is presented. If there are file types that you never use, you may wish to deselect them so that the list of possible types is not so long each time you write a report. <ul style="list-style-type: none"> <li>• Unselected file formats will not appear on the Report Definition Screen.</li> </ul>	Your choice
Add macro codes to WordPerfect indexes	This is only necessary if you export to WordPerfect. If you do, read TMG Help regarding this preference.	No suggestion

### Program Options - Colors

Merge Candidates		Your choice - Select colors you like
Lists	Your choices are: <ul style="list-style-type: none"> <li>• <b>Windows default</b> - If selected, the list portion of the windows will use the Windows default colors.</li> <li>• <b>Custom color for lists</b> - To select a custom color for the list windows:</li> </ul>	Custom Color for lists selected

Heading	From TMG Help files (with minor formatting changes)	Our Suggestion
	<ul style="list-style-type: none"> <li>Click the radio button next to Custom color for lists.</li> <li>Click the select button. The Color window will appear.</li> <li>Click on the color you want or create a custom color and click [OK].</li> <li><b>Apply to layout windows only</b> - When checked, the color will be applied only to Layout windows, such as Details, Children, etc.</li> </ul>	
Window backgrounds	<p>Your choices are:</p> <ul style="list-style-type: none"> <li><b>Windows default</b> - If selected, the background portion of the windows will use the Windows default colors.</li> <li><b>One color for all windows</b> - To select one color for all windows: <ul style="list-style-type: none"> <li>Click the radio button next to One color for all windows.</li> <li>Click the select button. The Color window will appear.</li> <li>Click on the color you want or create a custom color and click [OK].</li> </ul> </li> <li><b>Customize each window</b> - To customize each window: <ul style="list-style-type: none"> <li>Click the radio button next to Customize each window, then close the Preferences window.</li> <li>Double-click on the sizing handle at the bottom-right corner of the window you want to customize. The Color window will appear.</li> <li>Click on the color you want or create a custom color and click [OK].</li> </ul> </li> </ul>	<p>Our choice</p> <p>Dawn - Customize each window selected</p> <p>Margo - One color for each window</p>

## Program Options - New Project

**Note:** These options are used only when creating a new project. Thereafter, the same options can be found under Current Project Options: Places and Current Project Options: Other.

Source Categories:	<p>If an output template is not explicitly specified for a source, the formats for long and short footnotes and bibliography entries are determined by templates which are designed according to Wholly Genes' interpretation of two leading style guides:</p> <ul style="list-style-type: none"> <li><i>Cite Your Sources</i> by Richard S. Lackey (Jackson, Mississippi: University Press of Mississippi, 1980)</li> <li><i>Evidence! Citation Analysis for the Family Historian</i> by Elizabeth Shown Mills (Baltimore: Genealogical Publishing Company, 1997).</li> <li>A third option allows you to use a custom set of source categories.</li> <li>Custom categories are initially copied from Mills' categories so that you don't have to start from scratch.</li> </ul>	Custom
Collate sequence:	<p>The collate sequence is the order in which letters of your preferred alphabet will appear in lists. Changes in the collating sequence are necessary to properly sort diacritics, umlauts, etc. Your choices are:</p> <ul style="list-style-type: none"> <li>Dutch</li> <li>General</li> <li>German</li> <li>Iceland</li> <li>Machine</li> <li>NORDAN</li> <li>Spanish</li> <li>SWEFIN</li> <li>UNIQWT.</li> </ul> <p>If you are using English, you need not change anything. GENERAL applies to English and all other languages not listed. After you change the collate sequence, it is necessary to re-index the project.</p>	General
Short place template:	<p>You can change the fields that will be included in the default Short Place. A Short Place is an additional way of referring to places. It does not include all of the place fields and is used primarily in charts and other places where the entire set of place fields will not fit. The default is &lt;[CITY], &gt;&gt;[COUNTY], &gt;&gt;&gt;[STATE]&gt;. On the Master Place List you can assign a Short Place to a specific place record, overriding the default specified here. In addition to charts, many reports have an option to use the Short Place template when</p>	Use the default until you have a need to change

Heading	From TMG Help files (with minor formatting changes)	Our Suggestion
	printing place fields.	
Default County	Select the country that you want to use as the default for abbreviations and mapping.	Pick what would be appropriate for you
<b>Program Options - Other</b>		
Family View font Size	Your choice only affects the font size in the Family View window	Whatever is comfortable for you  Our choice - 10 Points
Tree View font size	Your choice only affects the font size in the Tree View window	Whatever is comfortable for you  Our choice - 10 Points
Use the TMG 5/6 method of windows resizing	<p>This box is unchecked by default.</p> <p>The standard method of window resizing is that text remains the same size and that data entry/display space increases/decreases when a window size is increased/decreased. This is how the windows in most Windows™ applications work. The base font size for lists is set using the Minimum font size setting on the Program Options: Lists screen and the base font size for the Project Explorer is set using the Font size setting on the Program Options: Project Explorer screen.</p> <p>When using the TMG 5/6 method of window resizing, the font size increases/decreases in list windows when the window size is increased/decreased. The range of the font size change in these windows is controlled by the Minimum font size and Maximum font size settings on the Program Options: Lists screen.</p>	Unchecked
Use icons on the windows menu	Checking this box will display icons for the Window menu items similar to the icons used in the Toolbar.	Checked
Allow multiple monitors	When this is not checked, window positions are corrected if they are off the visible screen. When checked, the windows can spread across multiple monitors.	Checked
Prompts/Warnings font size		Your choice  Dawn - 8 Points Margo - 9 Points

Heading	From TMG Help files (with minor formatting changes)	Our Suggestion
<b>Current Project Options - General</b>		
Researcher info	<p>This information can be included with reports.</p> <p><b>Note:</b> Since identity theft is a current problem, you may only want to enter your name, email and website information.</p>	Add your information

Heading	From TMG Help files (with minor formatting changes)	Our Suggestion
Display surnames in CAPS	When checked, the surname will appear in capital letters in the Details window, even though it is not entered in all capitals.	Checked
Display given names in CAPS	When checked, the given name will appear in capital letters in the Details window, even though it is not entered in all capitals.	Unchecked
<b>Current Project Options - Colors</b>		
Names		Your preference
Witnessed events		Your preference
<b>Current Project Options - Places</b>		
Default country	Select the country that you want to use as the default for abbreviations and mapping.	Pick what is appropriate for you
<b>Current Project Options - Advanced</b>		
Backups, Config files, exhibit folder etc.	<p>The first time that you run TMG, a default User Data tree will be set up with program default paths for each of the following paths. New projects will have the Preferences paths set to the program default user data paths. And when you restore a TMG v5/6 project, all of the Preferences paths will be set to the program default user data paths. If you restore a TMG 7 project, the paths in the PJC file of the project being restored will be used if valid even though those paths might differ from the program default user data paths. Any invalid Preferences paths in the TMG v7 project being restored will be reset to the program default user data paths.</p> <p><b>CAUTION:</b> Remember, if you change the default path for any of these options, then any reports, report definitions, GEDCOM files, Timelines, etc. that are in the original default folder will not appear when you ask for them. They are still there, but are in the original default folder. If you want them to appear in the new default folder then you must move them there using Windows Explorer. For this reason, if you change any of these defaults, it is a good idea to make a note of the original path before changing it. You can also use the [Locate] button in the Open window to locate any of these files in their original folder when you want them.</p>	Our choice - TMG default
Circa means plus or minus:	You can change the number of years that the program assumes when a circa date is used. The default is 20. This will affect who will be included when a filter based on a year or year range is set.	Your choice Our choice - 10 years
Assumed maximum lifespan:	You can change the number of years that the program assumes is the maximum life span of a person if no death event is included. The default is 110. In this example, if the person was born more than 110 years ago, the LIVING flag on the Person View will be set to N (NO).	110 years
Save image thumbnails	<p>Thumbnails may be used in the Exhibit Log to identify image exhibits. They may also be used in the Image window on the Person View. Thumbnails are saved in .JPG format.</p> <p>Check Save image thumbnail to save a thumbnail of each Exhibit on the hard drive. If this is unchecked, less drive space will be used, but it will take longer each time you use the Exhibit Log because each thumbnail in the Log must be recreated from the images each time. The original image file is not affected in any way by the presence (or absence) of a thumbnail.</p>	Checked

Heading	From TMG Help files (with minor formatting changes)	Our Suggestion
Use the thumbnail for the image window	If Save image thumbnail is checked, then you can also check Use the thumbnail for the Image window to use the saved thumbnail for the image in the Image window on the Person View. If Use the thumbnail for the Image window is not checked, a higher quality image will be used in the Image window, but it will take longer to draw the screen when you switch Subjects. If it is checked, the screen will be drawn faster, but the image may not be of as high quality.	Checked
Thumbnail size	Dial the Thumbnail size. This option controls the size (and therefore the resolution and disk space) of the thumbnail. The size must be between 50 and 2000. The default is 150 pixels and this seems to work well in most cases, typically taking a 2 megabyte image file and reducing it to a thumbnail of 50k or less, which loads much faster with little or no loss of visible detail on the screen. If you maximize the Exhibit Log or the Image window, however, the image quality may get worse because the same thumbnail is being stretched to fill a larger space. If you compensate by increasing the thumbnail width, then that will improve the resolution of the thumbnail, but it will consume more disk space per thumbnail and will cause thumbnails to take longer to load (which may defeat the purpose of using thumbnails).	150 pixels
<b>Current Project Options - Other</b>		
Source Categories	See source categories under New Project Defaults above	Custom
Collate Sequence	See collate sequence under New Project Defaults above	General
Short Place Template	See short place template under New Project Defaults above	Use the default until you have a need to change
Welcome message	You can enter a welcome message that will appear just after the initial Welcome screen.	Empty
Currency character	Default = \$ You can choose whether it appears on the left or the right of the value	Left
Automatic Relation Tag	<p>When checked, a tag in the Person View will identify the blood relationship of each person in the data set to the target person. It will also include adoptive or foster relationships if the relationship between parent and child is primary. The default for this feature is OFF, and the Focus ID is 0 (zero).</p> <p><b>CAUTION:</b> If you enter new persons after this feature is turned on, you should click on Refresh relationships. If you do not do this, the correct relationship may not appear in the new person's screen.</p> <p><b>NOTE:</b> Using this feature can take a while if you have a large project. You can identify the focus person against whom relationships will be measured. This is usually your ID Number, but you may choose another person if you wish. If you do not know the number, use the button to select the person from the Picklist.</p> <p>Note that you can also select "or the spouse of this person" and this will add those relationships to the focus person that occur through his/her spouse. Selecting this spouse option can result in a considerable increase in the time required to calculate the relationships. Examples of such relationships: 3rd cousin of his wife, wife of her 3rd cousin, father-in-law (father of her husband), daughter-in-law (husband of his son), etc. Note that such a relationship through a spouse requires a marriage or divorce event (not just a co-parent).</p>	Unchecked

Be sure and click OK when you are finished to save your changes.

After you have selected and saved your preferences you may want to do the following:

If you have chosen the: <b>Expanded Picklist</b> (File → Preferences → Program Options: Lists)		
Action	Choices	Our Suggestions
Open the Picklist		
Select the way your picklist displays	<p>Chose:</p> <ul style="list-style-type: none"> <li>• <b>Event List</b></li> <li>• Only the Person name and Person ID column will display</li> <li>• The Event tags associated with the Person will be displayed</li> <li>• Select the tags to display with the <b>Options</b> button</li> </ul> <ul style="list-style-type: none"> <li>• <b>Column mode</b></li> <li>• Select the columns to display with the <b>Options</b> button</li> </ul>	Column mode
<p>Click on the <b>Options</b> button</p> <p><b>Note:</b> The display mode you chose will determine the choices you see when you click this button.</p>	<p>In <b>Column mode</b> - Chose the:</p> <ul style="list-style-type: none"> <li>• Columns you want displayed</li> <li>• What columns you want accent settings applied to</li> </ul> <p>In <b>Event List</b> - Chose the:</p> <ul style="list-style-type: none"> <li>• <b>Select</b> - allows you select individual tags</li> <li>• <b>Select All</b> (recommended) - allows you to select all the tags you have in your project</li> <li>• <b>Unselect</b> - allows you unselect individual tags</li> <li>• <b>Unselect All</b> - allows you unselect all the tags selected</li> <li>• Chose the tags that will display:</li> <li>• Only Basic tags</li> <li>• Non-primary tags</li> <li>• Witnessed tags - these tags will not show unless you have also selected Non-primary</li> <li>• Children</li> </ul>	<p><b>Column mode</b> &amp; the following columns:</p> <ul style="list-style-type: none"> <li>• Person Name</li> <li>• Person ID</li> <li>• Birth</li> <li>• Death</li> <li>• Father's Name</li> <li>• Mother's Name</li> <li>• Spouse's Name</li> </ul> <p>Accent settings applied: (default)</p> <ul style="list-style-type: none"> <li>• Father's column</li> <li>• Mother's column</li> <li>• Spouse's column</li> </ul>
In the person view:		
To display the full memo field when hovering over it		
Action	Choices	Our Suggestions
Right click anywhere in the Person View Details window	<p><b>Click</b> on the "Show item tips on the Person view"</p> <p><b>Note:</b> You can make this choice for other People-related windows you have open in your layout, by right clicking inside those windows</p>	Checked - all people-related windows open in our layouts