

TMG

Manage the "Where" of your data

★ **Create and follow data entry standards.**

Decide whether to type in full words or abbreviations such as County or Co.
Determine what to put in country for United States entries. Some use "-USA" so that the country can be printed by overriding the exclusion marker.
Remember to put in the place name at the time of the event.

Detail:	<input type="text"/>	LatLong:	<input type="text"/>
City:	<input type="text"/>	County:	<input type="text"/>
State:	<input type="text"/>	Country:	<input type="text"/>

★ **Use the Master Place List**

To access the Master Place List:

1. Select Master Place List from the Tools menu.
2. Select Realign / Edit.

This allows you to view all place fields in your data set arranged in columns. If they are not correctly aligned (e.g., city is in the county column), you can more easily shift whole columns using this feature. You can also edit individual fields.

Search/Replace

This additional option of the Master Place List allows you to change the content of a group of place fields at once. For instance, you can change all instances of "MD" in the state field to "Maryland" or insert a previously missing county between the city and state fields. Be sure that every non-empty field in the Search column is matched by a non-empty field in the "Replace" column; otherwise, the information there will be overwritten with blanks.

★ **Use Repeat Keys:** **and**

When entering information, pressing <F3> will insert into the current field the last entry used in that field; pressing <F3> again will insert the entry prior to that one, and so forth. The last fifteen entries in each field are available. This is true for other fields such as dates as well as places.

Pressing <F2> from any field will produce a listing of all previous entries in that field. Highlighting any item on the list and pressing <Enter> will insert all elements of that entry into the appropriate field(s).

When using this feature, you will get an annoying pop up warning that it may take a long time which you must acknowledge.

Both repeat keys are extremely good ways to avoid spelling errors (once you've gotten it right) and inconsistent application of your data entry standards.

