

# TMG : Spring Cleaning

Many of us have imported family files from other programs and have to check out the differences that don't quite match. We'll look at ways to find and clean up these problem areas. This will include a little on flags and filters that are useful in many other ways as well. TMG's program maintenance and backup routines could use a little review too. This should be a big help for all of us whether our data was imported or entered straight into TMG.

Set up a **FLAG** on imported data to help ease the data into TMG.

From [Lee Hoffman's TMG Tips](http://www.tmgtips.com/startup.htm) (<http://www.tmgtips.com/startup.htm>)

“To help in the editing process, you should create a custom Flag to help keep track of what has been edited or ‘cleaned up.’ Often I may have several flags for purposes like this as I may work on a number of projects at the same time. As I finish a project, I delete its assigned flag. When a flag is created, you may assign many possible settings to it of which one is always the default. Thus if you create an ‘Edited’ flag, you would allow it to have a default setting of N(o) and an alternate setting of Y(es). Then as you edit or ‘clean up’ each person in the dataset, you would change the ‘Edited’ flag for that person to ‘Y.’ Then as you progress through the dataset on your project, you can use the Custom Report Writer to generate a List of People (or other) report based on a setting of the ‘Edited’ flag. Also as you display the Person View of an individual, you can readily see if you have edited this person.”

Also see Terry's TMG Tips,  
**Flags the “Other Tag”** (<http://www.reigelridge.com/tmg/basics-flags.htm>)

## **OPTIMIZE.** (from TMG Help)

Optimizing your projects on a regular basis will help to reduce the size of your files by eliminating records no longer needed. The amount of space saved for data files and Slideshow Manager is shown when the **Optimize** process is concluded.

Remember that **Optimize** operates on only the current project. If you use several projects, it will be desirable to **Optimize** each of them separately.

To optimize a project:

1. From the **File** menu, choose **Maintenance**.
2. Select **Optimize**.
3. Select [Yes].

The current project will be optimized. Deleted records, including people, events, sources, repositories; unused media files in Slideshow; as well as duplicate place records, will be eliminated and the space reclaimed.

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## **VALIDATE FILE INTEGRITY (VFI).** (from TMG Help)

During the course of working with your projects, many things may occur that could have an adverse effect on your files. You may encounter power failures, computer glitches, etc. TMG gives you a way to check the integrity of the TMG files in the current project.

To validate the integrity of your files:

1. Select **File > Maintenance > Validate File Integrity**.
2. (Optional) *If you have external exhibits* the **List of folders for location** window will appear.
  - a. If you want the program to find any exhibits that may not be in the default folder or may be otherwise missing, check **Search for missing external exhibits**.
  - b. Click on [Specify the folders to search] to name the folders where exhibits may reside. The List of Folders window will appear.
  - c. Click [Add] to add a new folder and locate the folder then click [Select]. If you have already added folders, you may also [Delete] them or move them [Up] or [Down] in the list of folders.
  - d. Repeat step c to add as many folders as you wish. When you have finished selecting folders, click [Save].
  - e. Click [OK] to Validate File Integrity.
3. When the process is complete, click [OK].

If you used previous versions of TMG, you knew this process as Repair. There is now also a built-in Repair process.

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