TMG tricks and tips from the Cruise 2005
Most basic to most advanced.

Dates vs. Sort Dates—sort date never prints on reports or in HTML files. If enter "irregular date", need to use sort date button.

Witness NOT = eye witness, = all persons, other than principal, associated with event.

Sample program is in "TMG's" sample folder rather than in the project folder.

Open closed windows = toggle buttons on tool bar.

Escape key = to close any open windows and backup window-by-window when have layers of windows.

Make an image primary—single click to highlight desired primary image, R click, click properties, check primary box. Automatically unclicks previous primary image.

F3 repeat key—repeats the last 15 entries; control F3 pops up a list of last 15 entries to choose from! Note however that after file is saved, there are no more repeat entries until you make more tags again.

Filtering Tag box events for shorter lists—highlight, R click, filter for tags of this type; to remove, R click and toggle unchecked.

Move place fields in MPL = control arrow key; start furthest left or right to move all.

Start/End years in place fields in MPL template—won't stop program from entering data outside the range, but will send message. Turn message on/off=preference, prompts.

Data Set manager=use memo field (click edit) to document your data entry strategy!

Right click menus=context sensitive, different options depending on where R click.

Project Explorer—can stay open all the time.
vs. Pick List—used for navigating, but can't stay open all the time.

Expanded Pick List (preferences, lists)—honors accents; 2 modes; column mode=options for some column choice.

Adding tag types—Tag Group decision important in reports as these call for certain types of events to be placed in specific locations and will choose the primary event in that group to place there.

Space saving with Custom toolbars=can't delete unused buttons on the standard toolbars. But, create your own toolbars with just the icons you use from the standard

toolbars; then turn off the standard bars so the extra icons on them you don't use don't take up space on your screen. Remember only one custom toolbar can be active at a time; but you can create as many as you want.

Name variations on tag screens—in upper right corner of each tag choose name to be used in the sentences in reports; different names for each tag results in more variety.

Default sentence prepositions=on for dates; in for years, unless changes in report format. If want to change prepositions in sentence structure, do so inside the conditional brackets to override the report options..

"Unknown" in reports—need "conditional" <> brackets in the sentence structure!

Sentences vs. Memos—if simply type many sentences or paragraphs in memo field or in the sentence field within the tag, disadvantages = not indexed and need to update if change the data.

Sentence templates—varying sentences in reports can be accomplished by using different role names with differing sentences for particular uses and then assigning those roles instead of principal and witness roles. But note can't mix TMG and imported roles.

Rebuild=return to defaults if global sentence changes too mixed up.

Sentence variables in tag entry=in R click menu, including various pronouns!
[P] and [PO] vs. [P1] and [P2]—use 1 & 2 if want particular order for principals. Note that depends on whose screen you're writing report from who is P and who is PO; example marriage report about the female, she is P; about the male, he is P. **[P+]** in sentence structure overrides the use of he/she in the report.

Punctuation=automatic; not needed in **sentence** structure! Don't need it in **Memo** either unless want other than a period.

Separate parts—for different placement in reports separate **memos**=use || and [M1], [M2], etc. **Citation detail and place detail**—also break into parts with ||. But, must also edit [W] sentences, not just [P] sentence!

External text in a memo field—start memo with !path and filename. But, this must refer to a pure ASCII text file, not a .RTF text file or a Word, etc. .Doc.
Backup external text files—no option to do this; do it yourself.

Opening VCF—create icon on desktop for easiest opening of previously saved charts.
Chart group move—click unused space & drag box around to group, click tools, structure, group; then move group together. Don't forget to ungroup.
Chart names on one line—use box W 200 with 8 pt font.
Remove extra page on chart—click tools, diagram, size to components.
Chart lines—click line to get 2 gray points, magnify, use align button or move pts.