

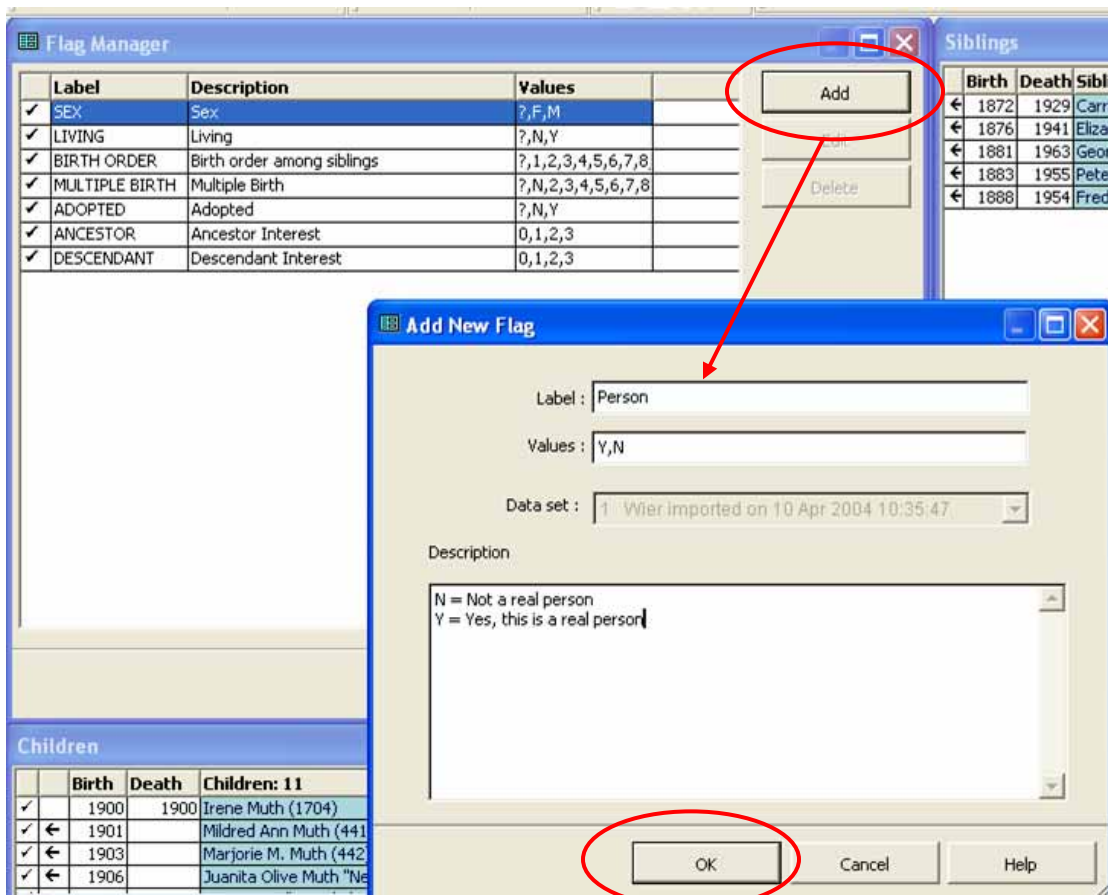
## Sherrri's Modifications to Diane's Census Method

(As presented at the TMG-TUG meeting on April 10, 2004 with a few clarifications)

### Create a Person flag with the default of "Y"

(NOTE: The default of "Y" will assign the "Y" to all existing people in the dataset. When you create your Census people, be sure to change the flag to "N")

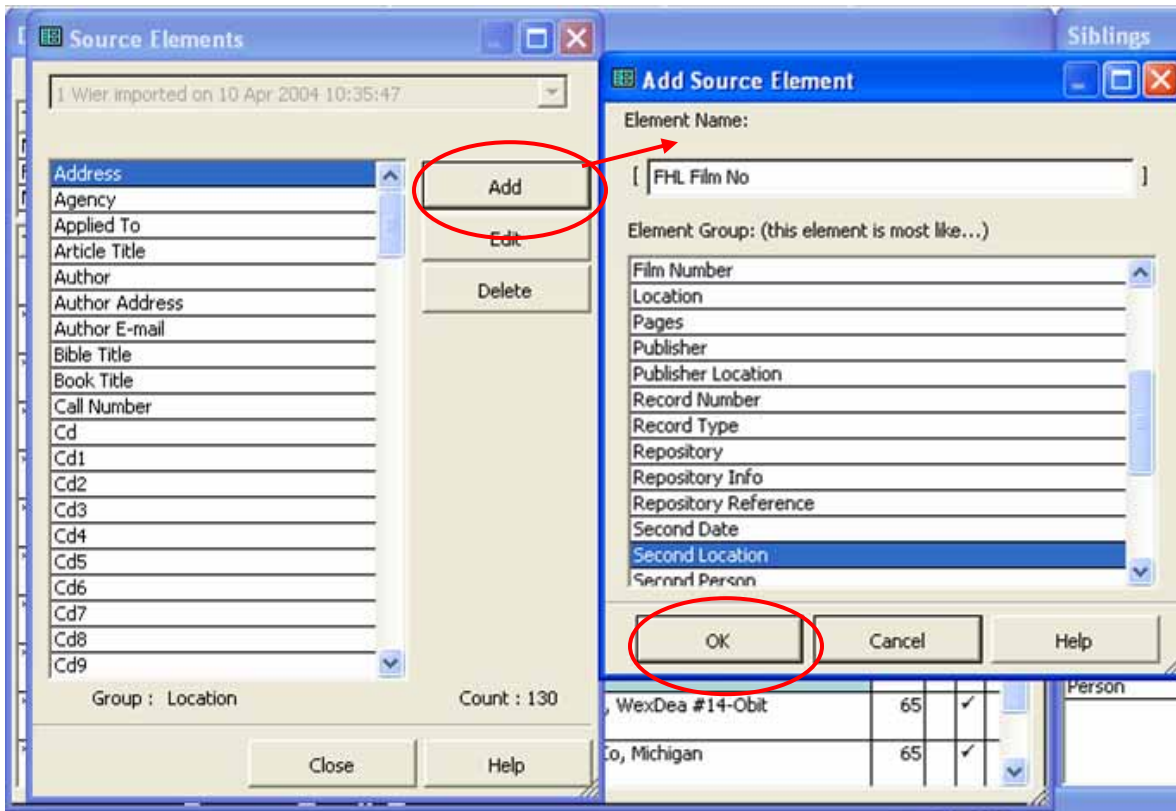
1. From the File menu, choose Flag Manager
2. From the Flag Manager window, click the Add button
3. From the Add New Flag window,
  - a. Label: = "Person"
  - b. Values: = "Y,N"
  - c. Description = " N = Not a real person  
Y = Yes, this is a real person"
  - d. Click the OK button to return to the Flag Manager window
4. Click the OK button to return to the TMG Layout windows



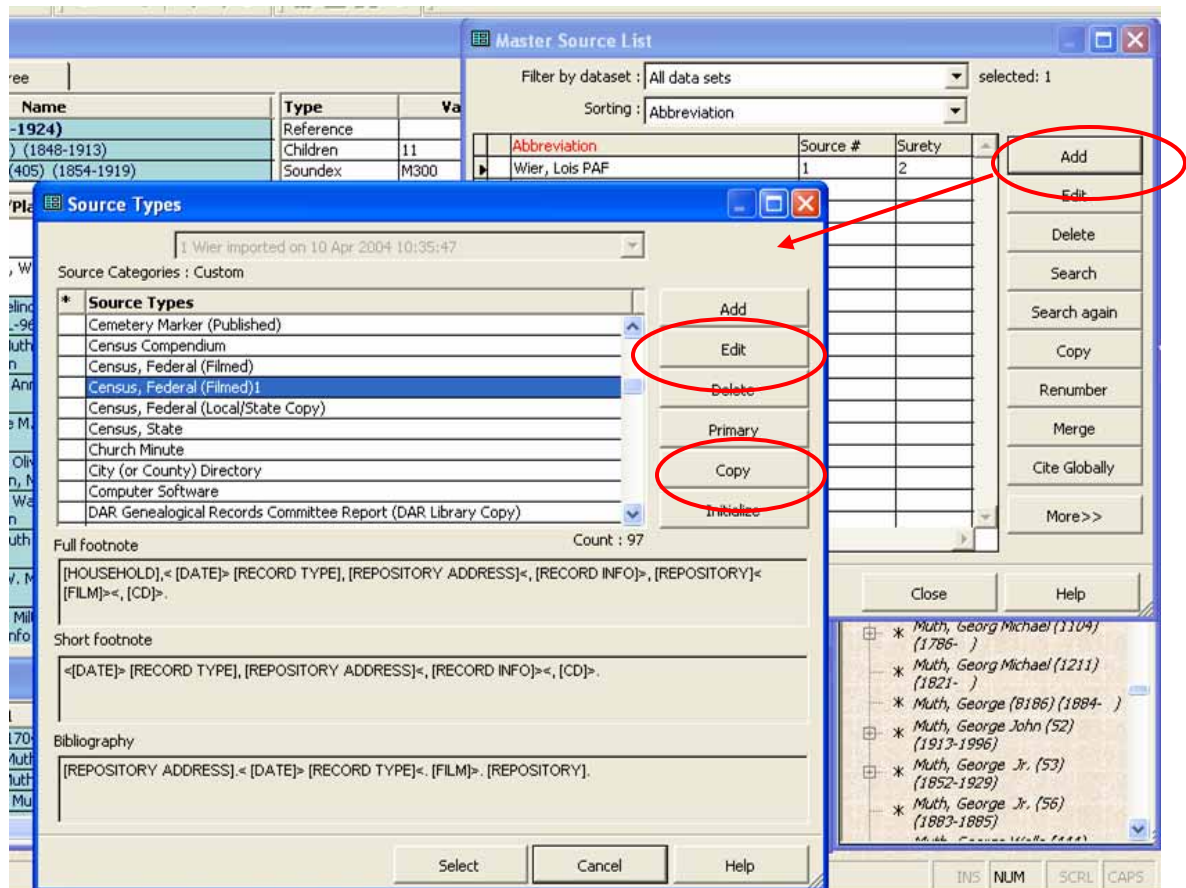
### **Create the Master Source List:**

(NOTE: We need to add a new Source Element to our Masters Sources before creating the source)

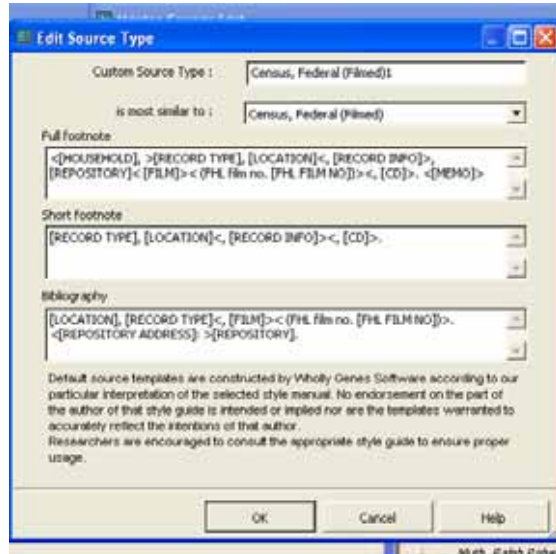
5. From the Tools drop-down menu, select Source Elements.
6. In the Source Elements window, click the “Add” button
7. In the Add Source Element window,
  - a. Element Name: = “FHL Film No”
  - b. Element Group: (this element is most like...) = Second Location
  - c. Click the OK button to return to the Source Elements window
8. Click the Close button to return to the TMG Layout windows



9. From the Tools drop-down menu, select “Master Source List”
10. From the Master Source List window, click the “Add” button
11. From the Source Types window, select “Census, Federal (Filmed)” and click on the Copy button
12. Select the new source (Census, Federal (Filmed)1” and click on the Edit button



13. Change the Full footnote as follows:  
 <[HOUSEHOLD], >[RECORD TYPE], [LOCATION]<, [RECORD INFO]>, [REPOSITORY]< [FILM]>< (FHL film no. [FHL FILM NO])><, [CD]>.< [MEMO]>
14. Change the Short footnote as follows:  
 [RECORD TYPE], [LOCATION]<, [RECORD INFO]><, [CD]>.
15. Change the Bibliography as follows:  
 [LOCATION], [RECORD TYPE]<, [FILM]>< (FHL film no. [FHL FILM NO])>. <[REPOSITORY ADDRESS]: >[REPOSITORY].
16. Click the OK button to return to the Source Types window



17. From the Source Types window, click the “Select” button
18. From the Source Definition window, enter data similar to the example below (this example is for the 1880 Berrien County, Michigan census

**GENERAL TAB:**

Abbreviation: 1880 Census:MI,Berrien *(be consistent with your spaces and punctuation. This is how it will be displayed in your Master Source List)*

Title: 1880 Census for Berrien County, Michigan

Record Type: 1880 U.S. census

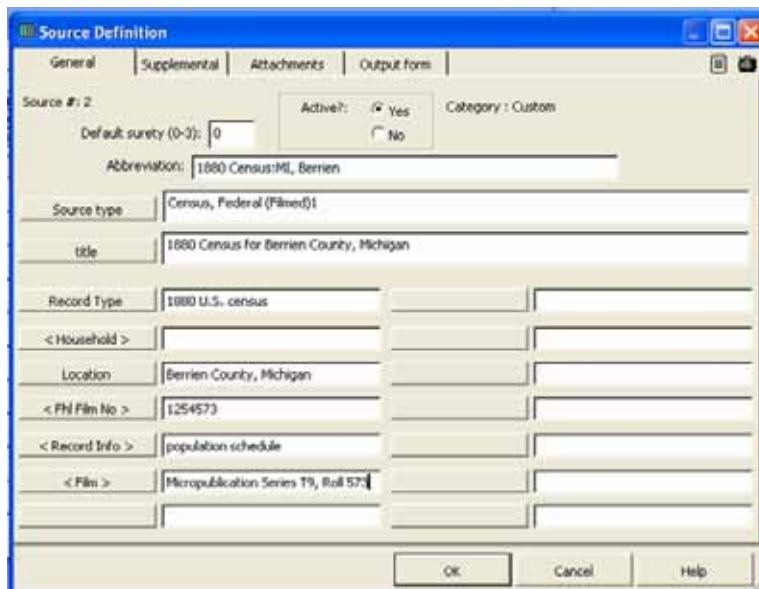
<Household>: *Leave this field blank. You will include this info in the CD.*

Location: Berrien County, Michigan

<Fhl film no>:1254573 *(optional data- you may leave this blank. If more than one film number for this county, you may put this data in the CD)*

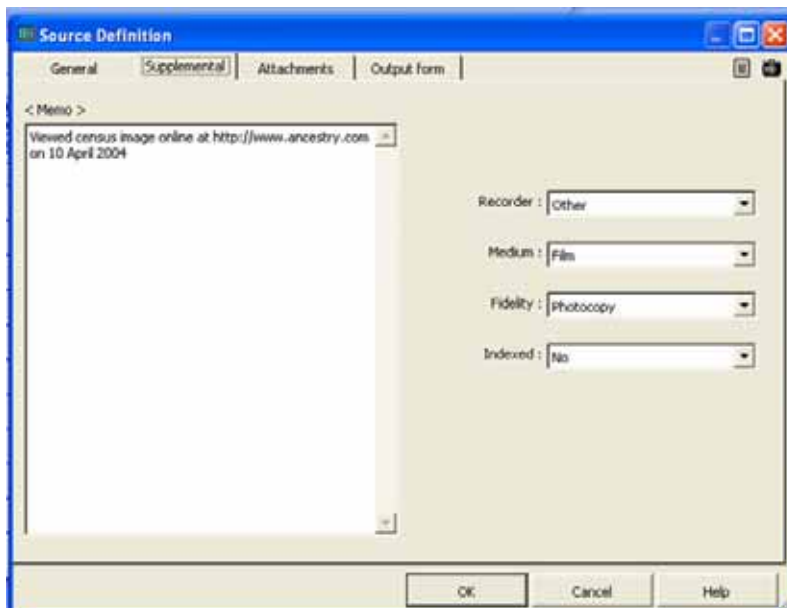
<Record Info:> population schedule

<Film> Micropublication Series T9, Roll 573 *(if there is more than one roll for your county, do not put the roll in this field. You will include that info in the CD.)*



19. SUPPLEMENTAL TAB:

This is where you enter the information that you want printed in the full footnote where <[MEMO]> is displayed.



ATTACHMENTS TAB:

Repository: NARA or Family History Library. I prefer NARA. Reference the Users Manual for instructions on how to add a repository.

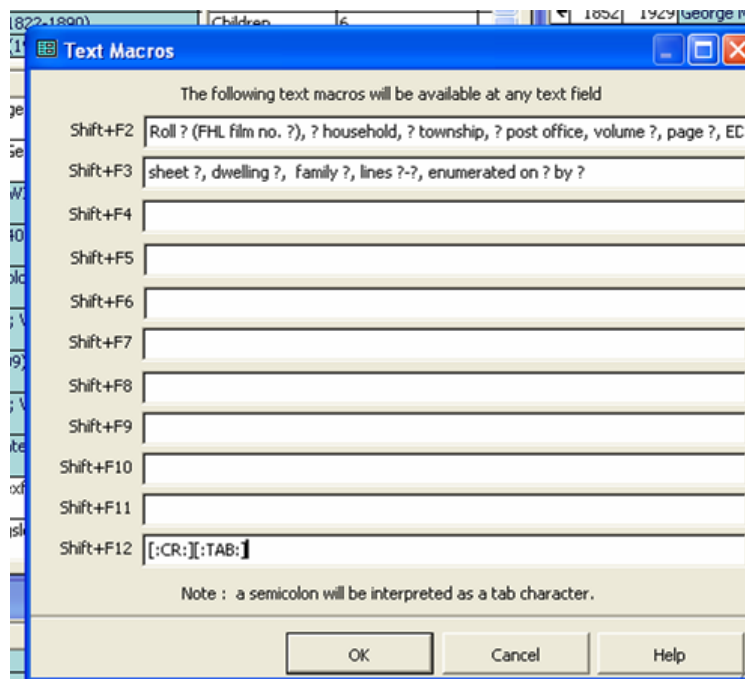
20. Click the OK button to return to the Master Source List.

21. Click on the Close button to return to the TMG Layout windows.

### Create Text Macros for the Citation Details

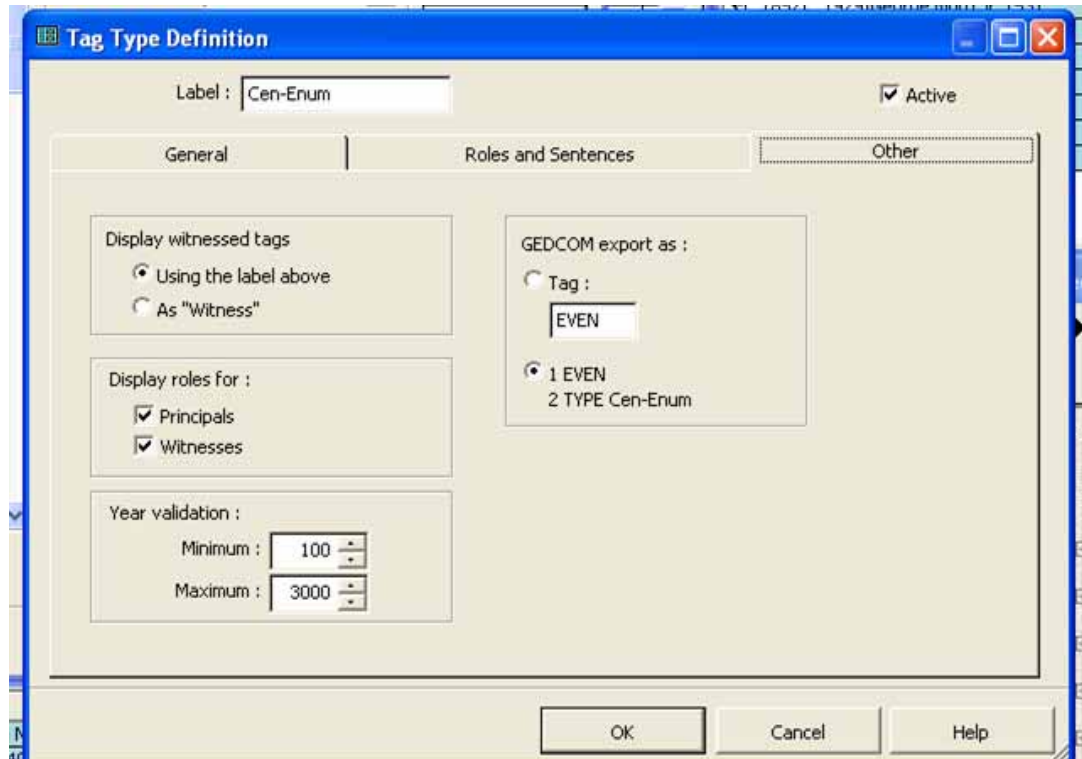
(NOTE: Using text macros for your CD format will ensure consistency for all your census citations. The following examples consider every possibility. When you use the text macros, fill in the data that is applicable to that census and delete those fields that are not applicable. Feel free to modify the format to your preference.)

22. From the Tools drop-down menu, select Text Macros
23. Type the following in each indicated field. Text macros are limited to a certain number of characters which necessitates using two macros for a census citation detail.
  - a. Shift+F1 = Roll ? (FHL film no. ?), ? household, ? township, ? post office, volume ?, page ?, ED ?, SD ?, (*the Roll and FHL film no. is in the event that there is more than one microfilm roll for your county and you do not fill that data in on the Master Source.*)
  - b. Shift+F2 = sheet ?, dwelling ?, family ?, lines ?-?, enumerated on ? by ?
  - c. Shift+F12 = [ :CR: ] [ :TAB: ] (*This is used in the tag's memo field when you want the tag to begin a new paragraph in your narrative reports. I put it at the end of the text macros because I use it for many tags, not just census.*)



### Modifications to the Cen-Head and Cen-Enum tags:

24. When you have a 2<sup>nd</sup> Principal on a tag, the CENS GEDCOM tag will not work. You must export the Cen-Head and Cen-Enum tags as EVEN GEDCOM tags. This is found in the “Other” tab of the Add Tag screen (see below):



(NOTE: I prefer the below sentence structures to Diane’s and Tami’s sentences. I recommend you start with Diane’s, try Tami’s, try mine, and then fiddle with it to create your own sentence format.)

25. Sentence for Cen-Head tag:

<[M3]>[P1]<, as [M2],> is head of household in the [D] census for [L].< [M1].><Listed with [OBJ] were [WO].>

26. Sentence for Cen-Enum tag:

<[M3]>[P1F] was enumerated<as [M2]> in the household of [WO] on the [D] census <for [L]>. <[M1].>

NOTE: [M3] is to start a new paragraph in the narrative reports. We discovered at the meeting that the purpose of making it the 3<sup>rd</sup> memo is no longer valid. I recommend you change your sentence structure to the following:

- 25a: Sentence for Cen-Head tag:

<[M1]>[P1]<, as [M2],> is head of household in the [D] census for [L].< [M3].><Listed with [OBJ] were [WO].>

- 26a: Sentence for Cen-Enum tag:

<[M1]>[P1F] was enumerated<as [M2]> in the household of [WO] on the [D] census <for [L]>. <[M3].>

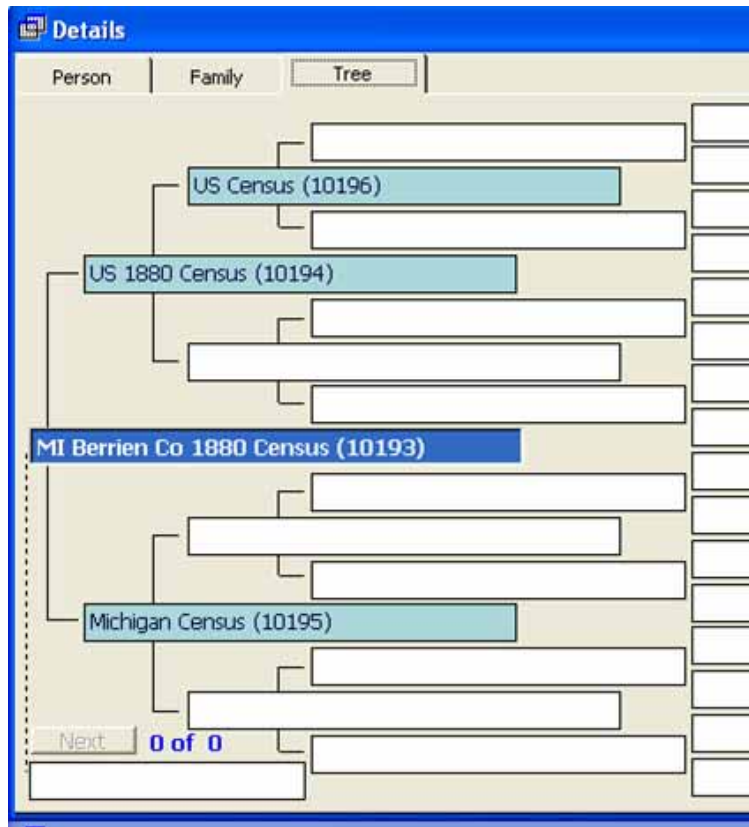
### **Setting up the Census Family:**

Follow Diane's instructions except for the following:

27. Create the individual census person first and then add the father and mother by clicking on the Add new person icon. The individual census person will be added as "Unrelated" and with the Unknown sex. The father and mother sexes will be automatically defaulted to M and F.
28. For the Father (the year census), add the Given Name of "US".
29. Create a paternal Grandfather (the father of the year census) with "US" in the Given Name and "Census" in the Surname. This allows you to use this method for other country's census (i.e. U.K., Norway, etc.)

**30. Be sure to change the Person flag on all of these census people to "N"!**

Study the Tree view below to help you visualize the census family structure.



### **Record a Head of Household:**

Follow Diane's instructions except for the following:

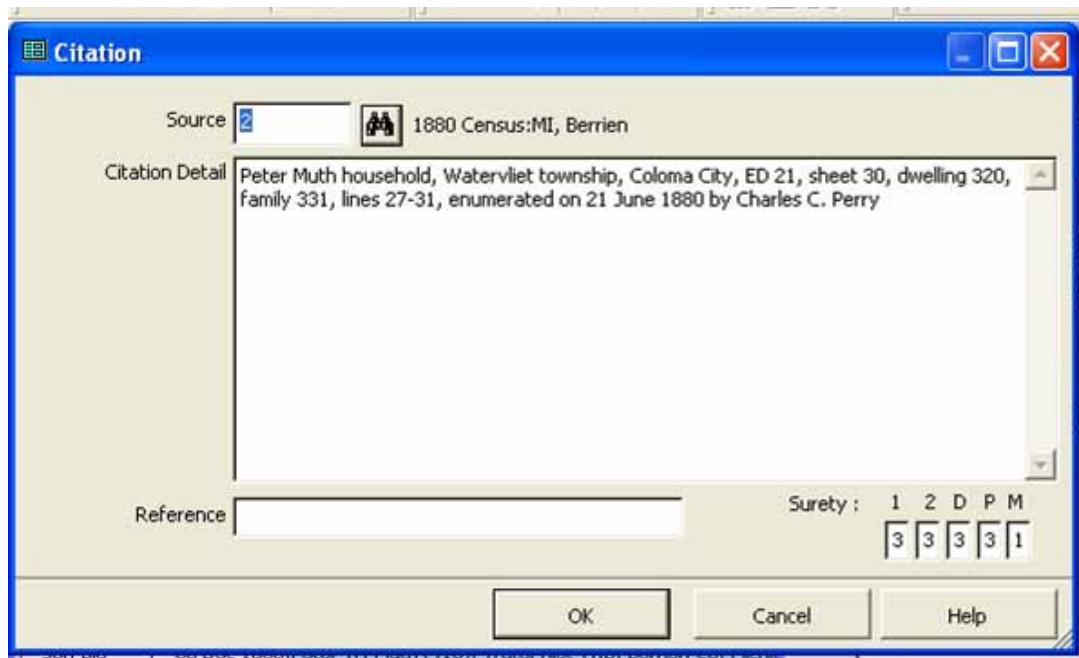
31. Enter just the census year in the Date field
32. Enter "1 Jan 1880" for the first head of household for that census; "1 Feb 1880" for the second head of household, etc. in the Sort Date field. For the first household, enter each sequential person that was enumerated as "2 Jan 1880", "3 Jan 1880", etc. Do the same for each subsequent household.

33. When entering the information in the tag's memo, follow the format similar to below. Separate each [M1], [M2], etc. with 2 pipes (the shift-\ key above the Enter key). Click on the Sentence button to view the sentence structure if you forget. For the start of the new paragraph, use the text macro by holding down the shift key and pressing F12.

The screenshot shows the 'Tag Entry' window with the following data:

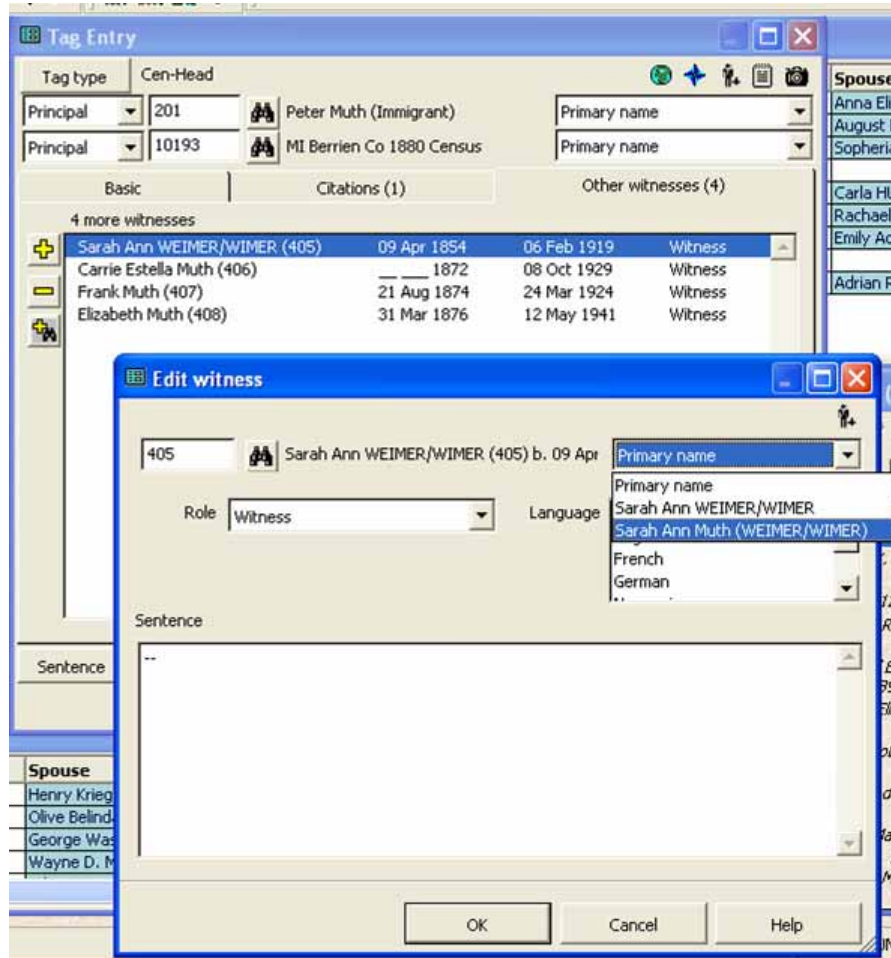
- Tag type:** Cen-Head
- Principal 1:** 201, Peter Muth (Immigrant), Primary name
- Principal 2:** 10193, MI Berrien Co 1880 Census, Primary name
- Basic:** Date: \_\_\_ 1880, Sort date: 01 Jan 1880
- Place style:** U.S. Standard Place
- City:** Watervliet Township, Coloma City
- County:** Berrien Co
- State:** Michigan
- Memo:** He was the 31 year old head of household whose partents were born in Bayern|\"Peter Muth\"|[:CR:][:TAB:]
- Sentence:** (button)
- Buttons:** OK, Cancel, Help

34. Add the source from the Master Source List in the Citations tab. Input the format for the CD in the Citation Detail field by using text macros Shift+F2 and Shift+F3 in that order. Then fill in the “?” and delete all categories that are not applicable.



35. When adding the rest of the household to the Witnesses, you can filter the picklist from the multiple selections screen by “Father\* is ID 201” (where 201=the ID number of the head of household) and you will only see the head of household’s children. Press F8 to select the ones you want. TIP: press F8 for the spouse first, then filter the picklist. When you click on the Select button, the spouse as well as the children will be brought in.

36. You can choose the name of each witness individually that was shown on the census by double-clicking on the name in the Witness tab and choosing the name to use. You must have that name as a Name-Var in order to choose it. See below example for the wife of the head of household:



37. When adding the Cen-Enum tags, you can also select the name that was used. I recommend that you do not use that feature and instead put the name that was in the census in the memo field. The reason for this is that the name will not translate to GEDCOM should you wish to share your data with someone that does not use TMG, but the memo field will. Also, you can use the F3 repeat key to repeat the P2, dates, locations, and citations. You can also use the F3 repeat key in the Other witnesses field after you manually input the head of household the first time. When you use the F3 repeat key for the sort date, be sure to change it to "02 Jan 1880" for the wife, "03 Jan 1880" for the first child, etc. so that they will all be displayed in sequential order.

The screenshot shows the 'Tag Entry' dialog box with the following details:

- Tag type:** Cen-Enum
- Principal:** Sarah Ann WEIMER/WIMER (Primary name)
- Citations:** MI Berrien Co 1880 Census (Primary name)
- Basic tab:**
  - Date:** \_\_\_ 1880
  - Sort date:** 02 Jan 1880
  - Memo:** She was the 27 year old wife to the head of househol. She and her parents were born in Pennsylvania|"Sarah A. Muth"|[:CR:][:TAB:]
- Place style:** U.S. Standard Place
- Location fields:** City: Watervliet Township, Coloma City; County: Berrien Co; State: Michigan