

## Converting Sources from TMG to Roots Magic

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The lack of future support and development for The Master Genealogist has caused users to look for alternative software on which to migrate their databases with the least amount of change and maintenance. Roots Magic has made a special effort to accommodate this need by providing a direct import from TMG to Roots Magic that captures all of the information from a TMG database. The transfer is not perfect and some modifications are more easily done in TMG before the final conversion. This paper suggests source modifications that will allow the accurate transfer into Roots Magic.

### Step 1. Organize and Control the Transfer

Roots Magic will import all of the data from TMG but it will use its own logic to convert it to information. It may not appear where you might expect. For example, Overridden Footnotes will not transfer as written but may revert to existing default code for the respective source or not transferred at all. Most users assume that they have few or no overridden sources in their database. In fact, if they have ever imported data from other programs or through a Gedcom file, they are likely to have overridden files created by those imports.

Roots Magic does not support multiple citation detail elements (CD1, CD2, ... CD9) used in TMG. When these codes appear as data fields in Source Templates, Roots Magic interprets them as text in the printed sources. Root Magic also does not recognize the Double Pipe (| |) symbol used by TMG to divide text into separate fields. This compromises both memo type fields and citation details. Roots Magic will interpret these multi-text strings as a single string and treat the pipe symbol like any other character in that string. When the Double Pipe is used in the "Tag Entry Memo" field, the data and the symbol are transferred to the "Note" field on the Roots Magic "Edit Person" panel. From here the Pipes can be erased and/or data moved elsewhere by cutting and pasting.

Double Pipes used in the "Citation Detail" panel present a greater problem because the entire string is transferred to the Roots Magic "Source Template" as "Source Detail" and causes the printed citation to be incorrectly formed. Only multiple citation detail entries are affected since single [CD]s are transferred intact, and therefore correctly to Root Magic.

Repository information and comments resident on the tabs of the Source Definition panel will transfer but will not be included in their respective citations. However, they will appear on the Root Magic Source Edit panel.

Given these irregularities, it is important to employ a strategy to manage the importation into Roots Magic that identifies each source citation and verifies a successful transfer. Such a tool is an inventory of all Master Sources that identify potential transfer problems.

### Inventory

A typical Inventory is shown in Exhibit 1. and is used as a check list for all the modifications to be made.

**TMG Source Clean-up Schedule - McIntyre Project**

Source Type	No. of Sources	Needs Repository	Comments	Multi-Detail	Overridden	Notes
Obituary/Newspaper Item	443				Yes	
Census, Federal (Filmed)	282	Yes			Yes	
Death Registration (State Level)	243	Yes			Yes	
Birth Registration (State Level)	126	Yes				
Manuscript (Unfilmed)	106	Yes			Yes	
Baptismal Record	97	Yes	Yes		Yes	One comment #711
Marriage (Civil)	95	Yes			Yes	
E-Mail Message	88					
Cemetery Marker	76	Yes				
Electronic Web Site	61					
Marriage (Church - Original Record)	25	Yes				One comment #499

## Exhibit 1. Typical Inventory

An inventory report created from your own database will focus you on the most important sources to be reviewed and potentially modified for a successful transfer. The ranking by the Number of Sources identified combined with the nature of required modifications will help you select the best method for success. The report can be easily produced by TMG and the methodology is presented the Report section later in this document.

**Suggested Modifications for Successful Transfer****Overridden Sources**

Sources become overridden by intent when additional information to be included cannot be accommodated by the default codes. Users can use the override capability in TMG to augment the footnote or bibliography. More often, overridden sources are caused by TMG when importing information from other programs. Roots Magic does not import overridden information. What it does is import the default code the Master Source Template and data from the Source Definition panel and create a new citation based on Roots Magic logic.

Overridden sources can be listed by a simple listing report described later in the Report section. It will list all overridden citations by source number and give the overridden text. The easiest solution to rectify these entries is to delete the overridden text and view the citation based on the default codes. Adjustments to the citation can be made by adding or modifying the information on the Source Definition panel.

## Multiple Citation Detail Elements

The ability in TMG to create multiple citation detail fields is very useful for citations that include a large amount of discrete data. Oddly, the basic Master Source Types provide in TMG do not contain any multiple Citation Detail Elements. They must be added by the user. The most common Source Type that contains these is the Census Template. The best solution is to replace the individual multiple citation detail element fields with existing and/or new source elements from the standard source groups. An example of the before and after source codes are shown in Exhibit 2. A complete example of the code modifications can be seen in Appendix A. The full source elements available are shown on Appendix B.

### Census, Federal, 1880-1930 (Ancestry.com) Template

Footnote before Modification

[TITLE] U.S. census, [COUNTY] County, [STATE], population schedule<, [CD2]>, enumeration district (ED) [CD3]<, supervisor's district (SD) [CD4]>, sheet [CD5]<, dwelling [CD6]><, family [CD7]>, [CD1]; digital image, *Ancestry.com* (<http://www.ancestry.com> : accessed 28 May 2013); citing NARA microfilm publication T623, roll 948<, [CD8]>.

Footnote after Modification

[TITLE] U.S. census, [COUNTY] County, [STATE], population schedule<, [TOWN]>, enumeration district (ED) [ENUM DIST]<, supervisor's district (SD) [SUB DISTRICT]>, sheet [SHEET NO]<, dwelling [HOUSEHOLD NUMBER]><, family [LINE NUMBER]>, [HOUSEHOLD]; digital image, [ITAL:]Ancestry.com[:ITAL] (<http://www.ancestry.com> : accessed [DATE VIEWED]); citing NARA microfilm publication [ROLL].

Exhibit 2. Example of creating new Source Elements

## Repository, Repository Address, Repository Reference

Repository data in TMG resides in a separate tabbed panel named, "Attachments," and is accessed by TMG to include in citations. Data stored in this panel is transferred but is not included in citations produced by Roots Magic. There are three ways to correct this situation:

1. Copy and paste in Roots Magic
2. Redefine fields
3. Create repository specific master sources

When there are only a few sources affected, the easiest way to solve the problem is to import the source unmodified and make the adjustment in Roots Magic. Roots Magic creates a template for the source that includes all of the data except Repository information. However, since Repository fields are contained in the TMG template, these fields are also transferred to the Roots Magic template but contain no data. The Repository data is posted separate on the Edit Source panel. The answer is to simply copy and paste the Repository data in the appropriate fields. A Roots Magic Edit Source panel containing a census record is shown in Exhibit 3. Also existing on this same panel is the Repository information shown in Exhibit 3.

**Edit Source**

Citation Master text Media Repository

Master Source Sullivan, Michael bc1831 1910 US Census

Date	April 29, 1910
Film	Micropublication T624, Roll 264
Household	Sullivan, Michael
Record Info	ED 930, Sheet 4B, Ward 21
Record Type	US Census, Illinois, Cook County, Chicago
Repository Address	
Repository	

**Repository:**  
Ancestry.com  
Provo, Utah

Exhibit 3. Roots Magic Source Panel after transfer.

If you copy and paste the information then the resulting panel appears as shown in Exhibit 4.

**Edit Source**

Citation Master text Media Repository

Master Source Sullivan, Michael bc1831 1910 US Census

Date	April 29, 1910
Film	Micropublication T624, Roll 264
Household	Sullivan, Michael
Record Info	ED 930, Sheet 4B, Ward 21
Record Type	US Census, Illinois, Cook County, Chicago
Repository Address	Provo, Utah
Repository	Ancestry.com

Exhibit 4. Roots Magic Source Panel after copying and pasting Repository information.

The footnote produced in Roots Magic is then identical to the original in TMG and is:

“Sullivan, Michael, 29 April 1910 US Census, Illinois, Cook County, Chicago, Provo, Utah, ED 930, Sheet 4B, Ward 21, Ancestry.com Micropublication T624, Roll 264.”

Another method useful when there are a variety of Repositories is to replace the Repository related fields with new Source Elements that are not dependent on information from the Attachment tab. The new label becomes a variable field where specific Repository information can be entered on the Source Definition panel in TMG. An example is the original source code for a burial:

[NAME OF PERSON] burial<, [DATE]>, in [REGISTER TITLE], [MANUSCRIPT INFO], [REPOSITORY], [REPOSITORY ADDRESS]<, [CD]><. Hereinafter cited as [SHORT REGISTER TITLE]>.

The [REPOSITORY] and [REPOSITORY ADDRESS] fields in the Master Source Type were replaced by the Source Element [LOCATION]. No longer dependent on the Attachment tab, any Repository information can be entered on the Source Definition page under this element.

Creating a Repository specific master source is a useful method when many sources have the same repository like the “National Archives and Records Administration, Washington, DC.” In this method, a new Master Source Type template is created that mirrors the original Source type with the substitution of the “National Archives and Records Administration, Washington, DC.” written in place of the Repository fields. The title of the new template simply adds NARA as a suffix to the original title. An example of this method for a census footnote is:

[HOUSEHOLD],< [DATE]> [RECORD TYPE], Washington, DC<, [RECORD INFO]>, National Archives and Records Administration< [FILM]><, [CD]>.

### **Comments**

The “Supplemental” panel holds any comments that appear in the source citation. It operates in the same way as the Repository data. The information is transferred to the Edit Source panel in Roots Magic on a side panel rather than with the citation information. Like the Repository field, a Comments field is created where the comment data can be copied and pasted directly in a Comments field.

Unlike Repository data, the Comments source element is rarely used in Master Source Type templates and is not a substantial problem needing complex correction. The copy and paste method is sufficient.

## **REPORTS SECTION**

### **Inventory Report**

Begin by creating your inventory report known as the “TMG Source Clean-Up Schedule – Your Project,” by using TMG to obtain the data. Run the Report, “List of Sources.” Select the Option button and then the Output Columns Tab. Fill in the panel as shown in Exhibit 5.

Miscellaneous						
General	Page Options	Fonts and Colors	Publication Tools	Sort By	Places	Output Columns
Sort Order	Column Type		Heading	Width		
1	Source Number		SourceNum	6		
2	Source Type		Type	40		
3	# of Citations		Citations	5		
4	Subject Person		Subject	30		
5	Second Person		Subject2	30		
6	Repository* Name		Repository	20		
7	Comment		Comment	20		
8						
9						
				Total	151	

Exhibit 5. Output Columns Panel.

Now choose to save the report as an Excel file and name the path and file where the file is to be saved on your computer, then create the report. The raw report will contain a top line with titles with the rest listing your Master Source Templates for each source created.

The next step is to create two new columns on the report. The first of these columns should be titled with the letter "A." Now fill in all the cells down to the last entry with the same "A." This column will be used for sorting later.

Now go to the second newly created column and enter a title of "count." Next enter a "1" in every cell starting on line 2 to the last line containing data. This column will help calculate the number of Sources created from each Source Type. Next, insert two blank rows every time the master source type name changes. Now you can use the summary key " $\Sigma$ " to calculate how many sources were created with each master source. The next step is to copy the master source type name on the line containing the total for each source type. Your inventory report should look similar to Exhibit 6.

A	sourcenum	type		citations	subject	comment	
A	2041	Obituary/Newspaper Item		1	3		
A	2042	Obituary/Newspaper Item		1	41		
A	2043	Obituary/Newspaper Item		1	24		
A	2044	Obituary/Newspaper Item		1	9		
A	2057	Obituary/Newspaper Item		1	3		
		Obituary/Newspaper Item		443			
A	908	Passport Applications - Ancestry		1	11	Mary Egan	The Generations Netw
A	909	Passport Applications - Ancestry		1	7	Thomas McIntyre	The Generations Netw
A	1457	Passport Applications - Ancestry		1	9	Francis P. Sullivan	Passport issued for
A	1527	Passport Applications - Ancestry		1	8	Bartholomew McIntyre	
A	1624	Passport Applications - Ancestry		1	15	Bartley McIntyre	
A	1683	Passport Applications - Ancestry		1	6	James C. Connor	
A	1687	Passport Applications - Ancestry		1	4	Francis T. Colby	
A	1688	Passport Applications - Ancestry		1	4	Francis T. Colby	
A	1930	Passport Applications - Ancestry		1	2	Francisca McIntire	
		Passport Applications - Ancestry		9			
A	425	Photo, Portrait, or Illustration (Archiv		1	5	Stevens, Jack	Born January 16, 200
A	430	Photo, Portrait, or Illustration (Archiv		1	2	William Campbell with mother J	
A	431	Photo, Portrait, or Illustration (Archiv		1	2	Fred Pointing and Josie Haran	Reverse of photo rea
A	432	Photo, Portrait, or Illustration (Archiv		1	1	Adam Kennedy's christening	On reverse of photo:
A	433	Photo, Portrait, or Illustration (Archiv		1	1	Ruth Rooney	On reverse of photo

Exhibit 6. List of Master Sources Report Output.

You will now create a third column adjacent to the Count column. Copy the entire column and paste the “Values” into column three. Title this column “Total.” Refer to Exhibit 7.

You are now ready to sort the full report. Highlight all the data including the headings and click the DATA icon, then SORT. On the Sort panel, make the first sort on column “A” followed by column “type,” then on column “sourcenum.” When the sort is completed, the Source Type list with source totals will be found at the end of the report. Delete all the detail rows and format your page to look like the TMG Sources Clean-up Schedule in Exhibit 1.

A	sourcenum	type	total	count	citations	subject	comment	
A	2041	Obituary/Newspaper Item		1	1	3		
A	2042	Obituary/Newspaper Item		1	1	41		
A	2043	Obituary/Newspaper Item		1	1	24		
A	2044	Obituary/Newspaper Item		1	1	9		
A	2057	Obituary/Newspaper Item		1	1	3		
		Obituary/Newspaper Item		443	443			
A	908	Passport Applications - Ancestry		1	1	11	Mary Egan	The Generations Netw
A	909	Passport Applications - Ancestry		1	1	7	Thomas McIntyre	The Generations Netw
A	1457	Passport Applications - Ancestry		1	1	9	Francis P. Sullivan	Passport issued for
A	1527	Passport Applications - Ancestry		1	1	8	Bartholomew McIntyre	
A	1624	Passport Applications - Ancestry		1	1	15	Bartley McIntyre	
A	1683	Passport Applications - Ancestry		1	1	6	James C. Connor	
A	1687	Passport Applications - Ancestry		1	1	4	Francis T. Colby	
A	1688	Passport Applications - Ancestry		1	1	4	Francis T. Colby	
A	1930	Passport Applications - Ancestry		1	1	2	Francisca McIntire	
		Passport Applications - Ancestry		9	9			
A	425	Photo, Portrait, or Illustration (Archiv		1	1	5	Stevens, Jack	Born January 16, 200
A	430	Photo, Portrait, or Illustration (Archiv		1	1	2	William Campbell with mother J	
A	431	Photo, Portrait, or Illustration (Archiv		1	1	2	Fred Pointing and Josie Haran	Reverse of photo rea
A	432	Photo, Portrait, or Illustration (Archiv		1	1	1	Adam Kennedy's christening	On reverse of photo:
A	433	Photo, Portrait, or Illustration (Archiv		1	1	1	Ruth Rooney	On reverse of photo

Exhibit 7. Addition of “Total” row.

The Schedule has four columns, one for each of the potential problems you may encounter. Your next task is to identify which of your Source Types contain one or more of these problems. To do this, refer to the “Source Types” panel accessible from the TOOLS tab in TMG. Here you will find a complete list of Source Types in your database. Using your new Clean-up report, scroll down through each of the Source Types you used and scan to see if Source Elements: [REPOSITORY]; [REPOSITORY ADDRESS]; [REPOSITORY REFERENCE]; [COMMENTS]; OR [CD#] are included in the codes shown on the panel. See Exhibit 8. Mark the respective column(s) for each of the source elements found. Overridden sources will be identified from another report described later.

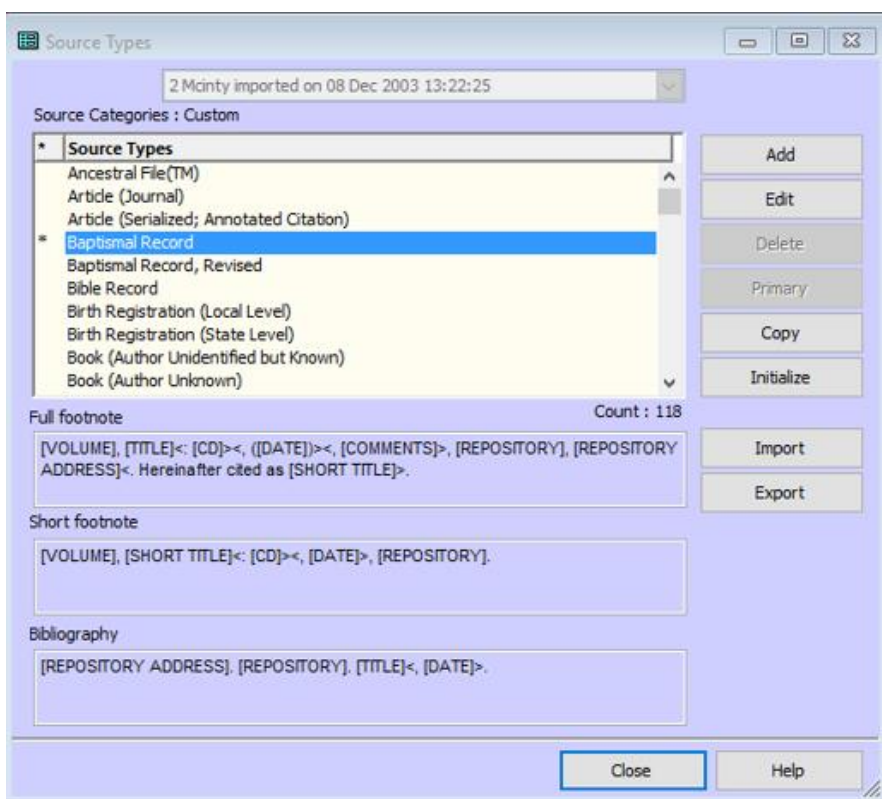


Exhibit 8. TMG Source Types

### Overridden Sources Report

This report will identify all of the Source Types that have been used to create Sources containing overridden source footnotes. The actual overridden footnotes are listed in this report and are used as a reference when returning the sources to their default status to ensure that no data is lost.

The report is obtained by first selecting, “List of Sources” from the Report tab. A “Report Definition Screen” appears where a filtered group can be created. Click on the Filtered Group radial button to create a new filter titled, “overridden sources.” The filter panel should be populated as shown in Example 9.

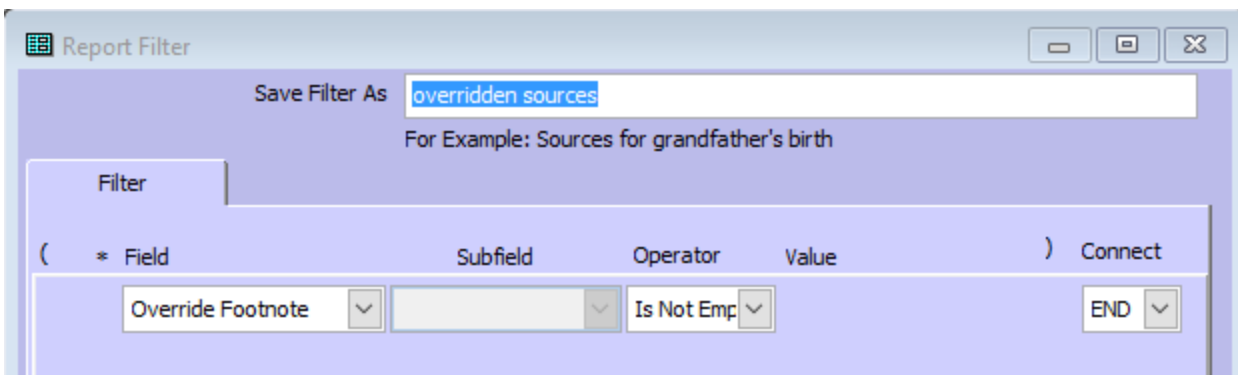


Exhibit 9. Overridden Sources Filter.

Click OK to return to the definition screen. Next, enter a file name and path for the report and then click Options and then on the Output Columns tab. Fill in the blanks with the data shown in Exhibit 10.

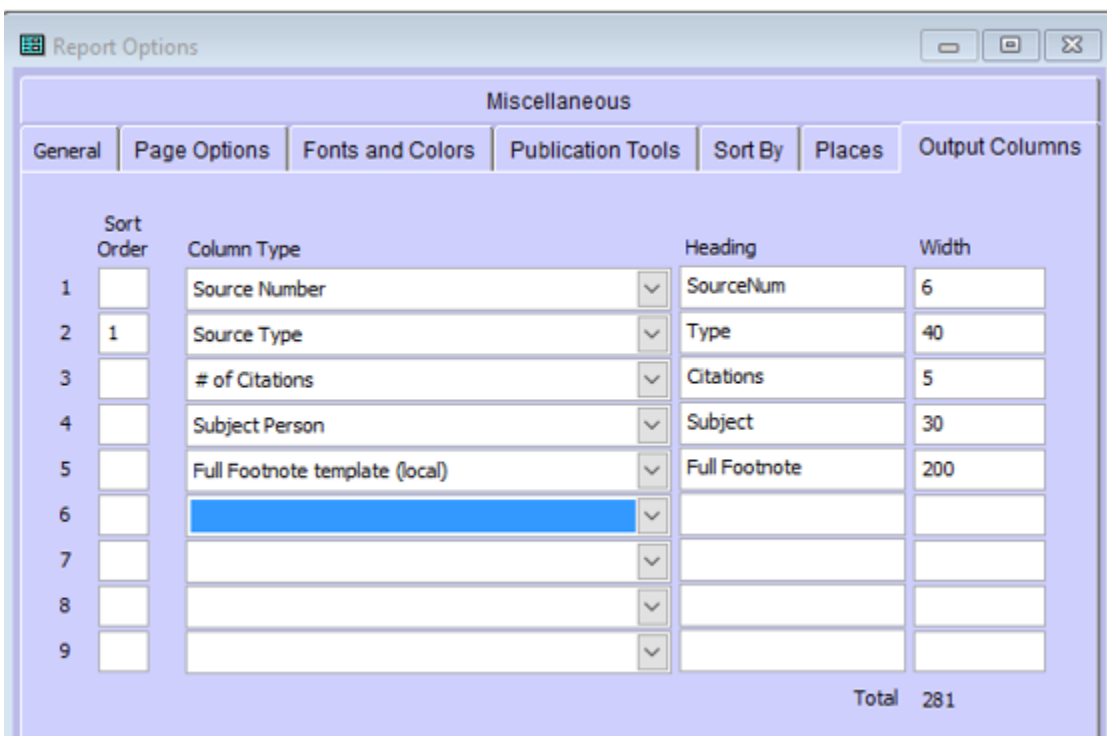


Exhibit 10. Output Columns for Overridden Sources Report.

Note the column widths for each of the entries especially the Full Footnote set at 200. This value sets the report to print the full overridden footnote. If the field is still cutting off part of the footnote, the value can be increased. A partial example of the report is shown in Exhibit 11.

source num	type	citation	subject	fullfootno
13	Baptismal	1	James Walsh	James Walsh, Baptismal entry, 29 March 1870, [Microfilm of Baptismal Book], Family History Library, Sa
19	Baptismal	2	Mary Walsh	Mary Walsh, Baptismal entry, 12 January 1858, "Extract from parish record," Register B2, Page 16, Entry
20	Baptismal	2	Patrick Walsh	Patrick Walsh, Baptismal Entry, 21 April 1860, [Baptismal Register B2, Page 51, Entry 677], Kilmacteigu
22	Baptismal	1	Danny Walsh	Danny Walsh, Baptismal entry, 26 November 1978, "Kilmacteigue Parish," [MICROFILM, KILMACTEIGUE
23	Baptismal	0	Austin Cawley	Austin Cawley, Baptismal entry, 30 May 1878, "Kilmacteigue Parish," [microfilm], Kilmacteigue Parish 18
24	Baptismal	2	John Walsh	John Walsh, Baptismal entry, 3 May 1864, "Kilmacteigue Parish Register," [Microfilm], Register B2, page
25	Baptismal	2	James Walsh	James Walsh, Baptismal entry, 14 July 1872, "Kilmacteigue Parish," [KILMACTEIGUE PARISH 1845-191
26	Baptismal	1	John McIntyre (McEntyre)	John McIntyre (McEntyre), Baptismal entry transcribed by Sligo Heritage Center, 02 July 1892, "Kilmactei
27	Baptismal	0	Lawrence McIntyre	Lawrence McIntyre, Baptismal Entry, 19 May 1890, "Kilmacteigue Parish Record transcribed by the Sligo
28	Baptismal	1	Bridget McIntyre	Bridget McIntyre, Baptismal entry, 2 August 1881, "Kilmacteigue Parish Records," [Register B6], Page 4:
29	Baptismal	2	Mary McIntyre	Baptismal
30	Baptismal	2	Catherine McIntyre	Catherine McIntyre, Baptismal entry, 5 July 1879, "Kilmacteigue Parish (Transcribed by Sligo Heritage Ce
70	Baptismal	2	James P. Sullivan	James P. Sullivan, Baptismal Record, April 2, 1874, "Holy Family Church baptismal register," [Book 3], p:
71	Baptismal	2	Francis J. Sullivan	Francis J. Sullivan, Baptismal Record, September 10, 1876, "Holy Family Church Baptismal Register," [Bo
72	Baptismal	2	Peter I. Sullivan	Peter I. Sullivan, Baptismal Record, August 4, 1878, "Holy Family Church Baptismal Register," [Book 4],
77	Baptismal	2	Michael A. Sullivan	Michael A. Sullivan, Baptismal Record, October 30, 1881, "Holy Family Church Baptismal Register," [Boc

Exhibit 11. Overridden Sources Report.

This example lists a number of affected sources created with the Baptismal Source Type. It gives the name of the referenced person and the overridden footnote.

**Multi-Citation Report**

This report lists the Source Types and Sources where Citation Details are composed of multiple split fields identified by the source elements [CD1], [CD2] . . . etc. These elements must be replaced with codes that are recognized by Roots Magic. The report is created by first selecting "List of Citations" from the Report tab. As in the previous report, a new filter must be created as shown in Exhibit 12.

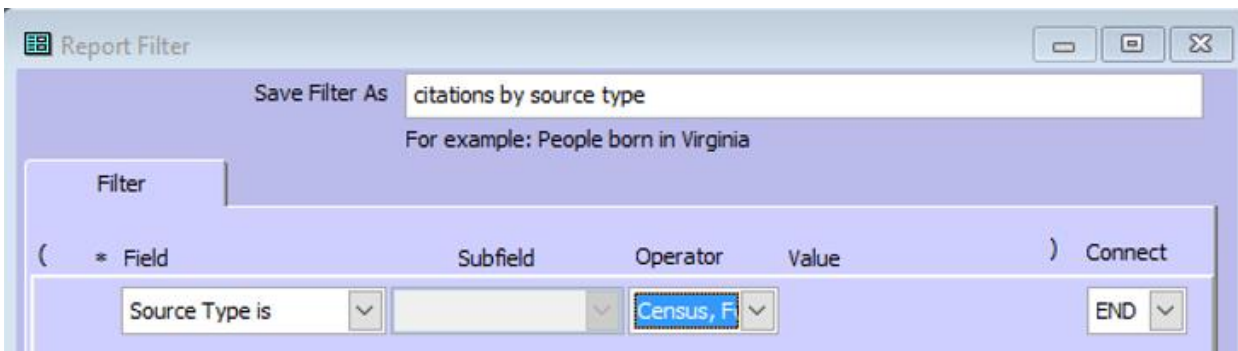


Exhibit 12. Citations by Source Type Filter.

The Operator field contains the chosen Source Type for each report. Source Types identified as containing multi-citation details are entered separately.

The column settings are created as before from the definition screen and containing the following information as shown in Exhibit 13.

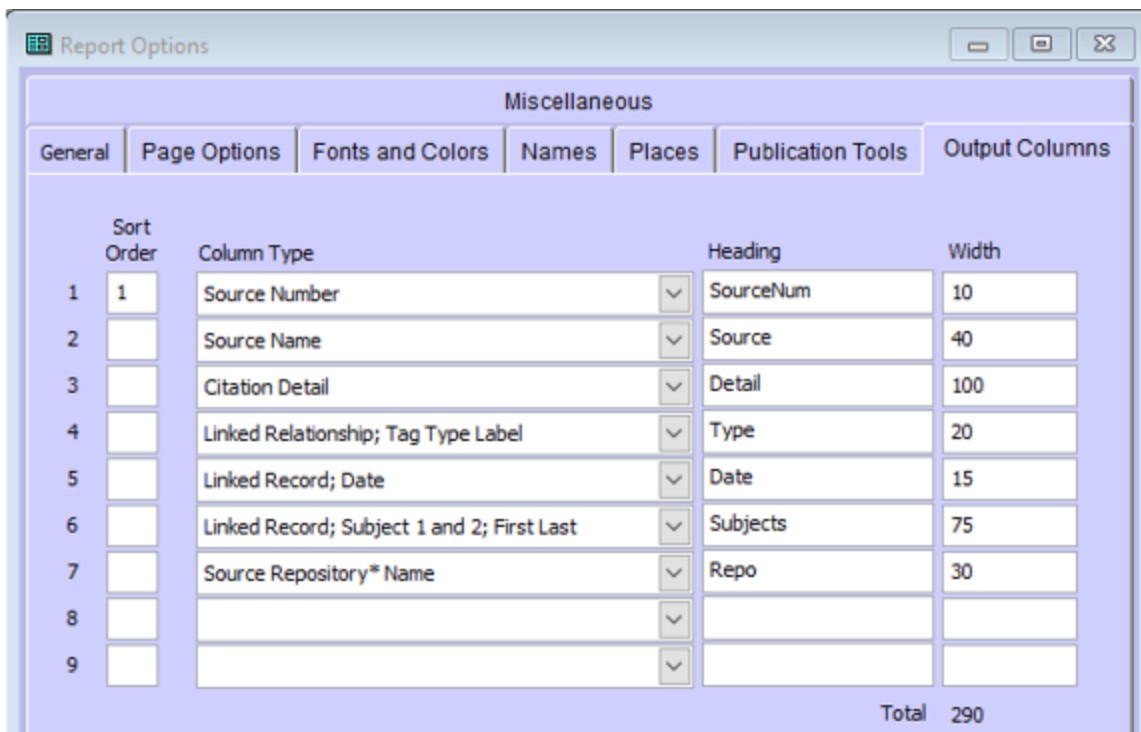


Exhibit 13. Output Columns for the Multi-Citation Report.

The report will provide the string of partial entries from the Citation Detail panel as shown in Exhibit 14 below.

sourcenum	source	detail
261	Census, 1920, Hillsboroug	Adrien Isabelle  City of Manchester, Ward 8 (Precinct 2)  113  2  1B (penned)  7  16
261	Census, 1920, Hillsboroug	Adrien Isabelle  City of Manchester, Ward 8 (Precinct 2)  113  2  1B (penned)  7  16
261	Census, 1920, Hillsboroug	Adrien Isabelle  City of Manchester, Ward 8 (Precinct 2)  113  2  1B (penned)  7  16
261	Census, 1920, Hillsboroug	Adrien Isabelle  City of Manchester, Ward 8 (Precinct 2)  113  2  1B (penned)  7  16
261	Census, 1920, Hillsboroug	Adrien Isabelle  City of Manchester, Ward 8 (Precinct 2)  113  2  1B (penned)  7  16
261	Census, 1920, Hillsboroug	Adrien Isabelle  City of Manchester, Ward 8 (Precinct 2)  113  2  1B (penned)  7  16
261	Census, 1920, Hillsboroug	Adrien Isabelle  City of Manchester, Ward 8 (Precinct 2)  113  2  1B (penned)  7  16
261	Census, 1920, Hillsboroug	Adrien Isabelle  City of Manchester, Ward 8 (Precinct 2)  113  2  1B (penned)  7  16
261	Census, 1920, Hillsboroug	Adrien Isabelle  City of Manchester, Ward 8 (Precinct 2)  113  2  1B (penned)  7  16

Exhibit 14. Partial example of the Multi-Citation Detail Report.

**Citation Report**

This report is a derivative of the Multi-Citation report. It focuses on a specific source, identified by number, to obtain the detail of all of the events and individuals where the source citations have been applied.

Begin as before by selecting the “List of Citations” from the Report tab. Then create a new filter as shown below. The value field contains the source number being queried.

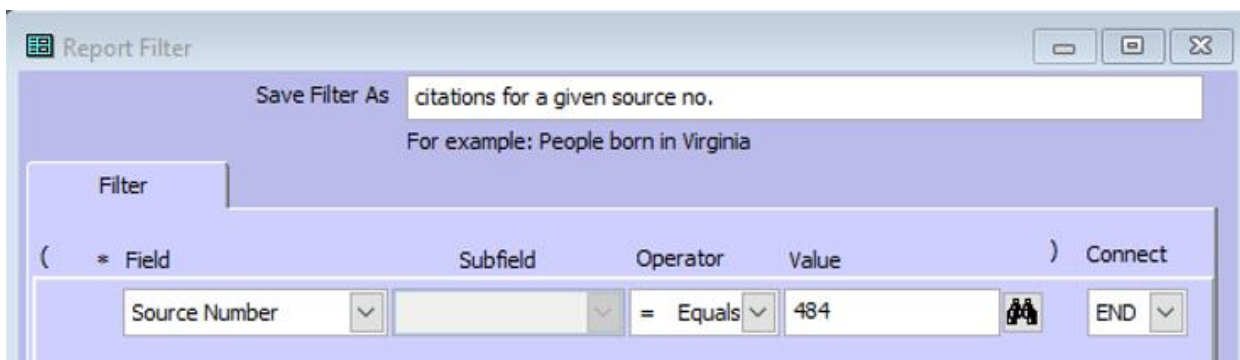


Exhibit 15. Filter set-up for “citations for a given source no.”

The Output Columns remain the same as used in the Multi-Citation Report. A partial sample report for source number 484 is shown in Exhibit 16. Note that the value of this report is knowing what tag types were used and the names of the individuals documented by this source.

sourcenum	source	detail	tagtype	date	subject1	repo
484	Sullivan, Andrew 1880 US Censu		Residence	1 Jun 1880	Sullivan, Andrew (863)	National Archives and Records
484	Sullivan, Andrew 1880 US Censu		Residence	1 Jun 1880	Sullivan, James P. (865)	National Archives and Records
484	Sullivan, Andrew 1880 US Censu		Birth	12 Mar 1860	Sullivan, James P. (865)	National Archives and Records
484	Sullivan, Andrew 1880 US Censu		Birth	c 1862	Sullivan, Michael A. (874)	National Archives and Records
484	Sullivan, Andrew 1880 US Censu		Census1880	1 Jun 1880	Sullivan, Michael A. (874)	National Archives and Records
484	Sullivan, Andrew 1880 US Censu		Residence	1 Jun 1880	Sullivan, Thomas A. (871)	National Archives and Records
484	Sullivan, Andrew 1880 US Censu		Residence	1 Jun 1880	Sullivan, Catherine (873)	National Archives and Records
484	Sullivan, Andrew 1880 US Censu		Residence	1 Jun 1880	Sullivan, Peter F. (872)	National Archives and Records
484	Sullivan, Andrew 1880 US Censu		Birth	13 Sep 1869	Sullivan, Peter F. (872)	National Archives and Records
484	Sullivan, Andrew 1880 US Censu		Birth2	c 1867	Sullivan, Catherine (873)	National Archives and Records

Exhibit 16. Partial print-out of report for Source No. 484.

### Repository Report

This report identifies what repository information has been entered in Sources for a given Source Type. With this information, decisions can be made on the best way to make the repository information available in Roots Magic.

Start by selecting the “List of Sources” from the Report tab. Create a new filter titled, “source of a type” as shown in Exhibit 17.

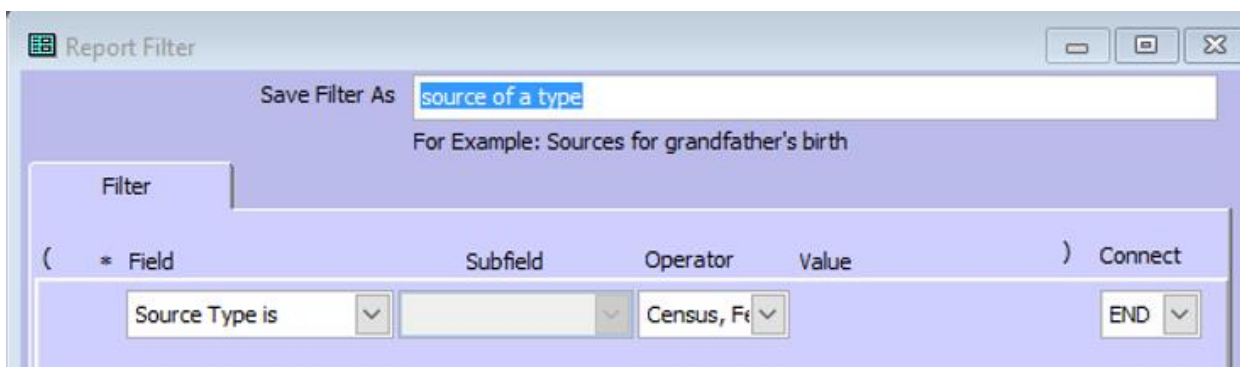


Exhibit 17. “Source of a Type” filter for Repository Report.

Output columns are created as seen in Exhibit 18 below.

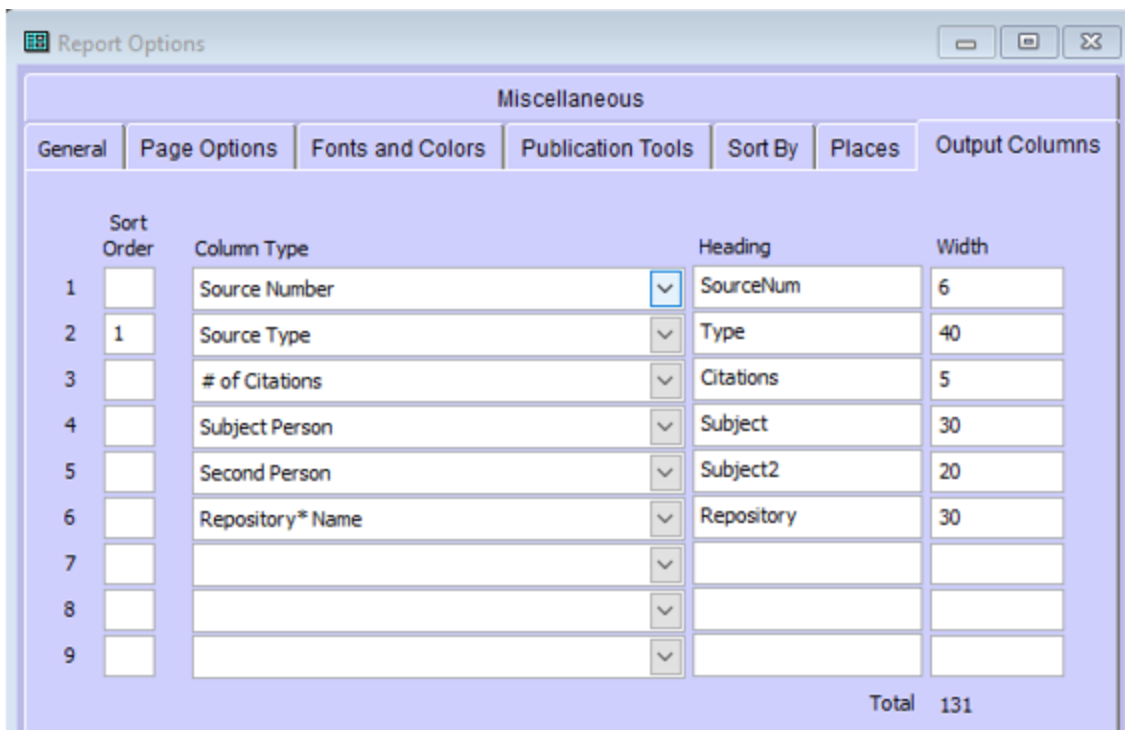


Exhibit 18. Output columns for Repository Report.

**Comments Report**

The Comments Report indicates what comments have been included in the “Supplemental” tab of the “Source Definition” panel. The report is identical to the Repository Report including the “source of a type” filter but uses a slightly deferent output column layout. Exhibit 19.

Report Options

Miscellaneous

General | Page Options | Fonts and Colors | Publication Tools | Sort By | Places | **Output Columns**

Sort Order	Column Type	Heading	Width
1	Source Number	SourceNum	6
2	Source Type	Type	40
3	# of Citations	Citations	5
4	Subject Person	Subject	30
5	Abbrev	Abbrev	20
6	Comment	Comment	30
7			
8			
9			

Total 131

Exhibit 19. Output Columns for Comments Report.

## Appendix A

### 1880-1930 US census Template Worksheet

Current Printout:

**CITATION:** 1920 U.S. census, Hillsborough County, New Hampshire, population schedule, City of Manchester, Ward 8 (Precinct 2), enumeration district (ED) 113, supervisor's district (SD) 2, sheet 1B (penned), dwelling 7, family 16, Adrien Isabelle; NARA microfilm publication T625, roll 1010; FHL microfilm 1,821,010. Family History Library, Salt Lake City, Utah.

**SOURCE:** New Hampshire. Hillsborough County. 1920 U.S. census, population schedule. NARA microfilm publication T625, roll 1010. Washington, D.C.: National Archives and Records Administration. FHL microfilm 1,821,010. Family History Library, Salt Lake City, Utah.

Current Template Code:

**CITATION:** [TITLE] U.S. census, [COUNTY] County, [STATE], population schedule<, [Cd2]>, enumeration district (ED) [Cd3]<, supervisor's district (SD) [Cd4]>, sheet [Cd5]<, dwelling [Cd6]><, family [Cd6]>, [Cd1]; NARA microfilm publication [ROLL]<[; COMMENTS]>.

**CD:** Adrien Isabelle | | City of Manchester, Ward 8 (Precinct 2) | | 113 | | 2 | | 1B (penned) | | 7 | | 16 | |

**COMMENTS:** FHL microfilm 1,821,010. Family History Library, Salt Lake City, Utah

New Template Code:

**CITATION:** [TITLE] U.S. census, [COUNTY] County, [STATE], population schedule<, [TOWN]>, enumeration district (ED) [ENUM DIST]<, supervisor's district (SD) [SUB DISTRICT]>, sheet [SHEET NO]<, dwelling [HOUSEHOLD NUMBER]><, family [LINE NUMBER]>, [HOUSEHOLD]; NARA microfilm publication [ROLL]; FHL microfilm [FILM NUMBER]. Family History Library, Salt Lake City, Utah.

**SUBSEQUENT NOTE:** [TITLE] U.S. census, [COUNTY] County, [STATE]<, [TOWN]>, ED [ENUM DIST]<, SD [SUB DISTRICT]>, sheet [SHEET NO]<, dwell. [HOUSEHOLD NUMBER]><, fam. [LINE NUMBER]>, [HOUSEHOLD].

**SOURCE:** [STATE]. [COUNTY] County. [TITLE] U.S. census, population schedule. NARA microfilm publication [ROLL]. Washington, D.C.: National Archives and Records Administration. FHL microfilm [FILM NUMBER]. Family History Library, Salt Lake City, Utah.

## Appendix B

### Expanded Source Groups and Source Elements

The following groups of source elements are the standard elements that may be included in various types of sources. You may create new source elements, but not new source element groups. When customizing a source, it is important to understand that each source element group can be represented only once in each source.

The following rules are important to remember when designing or editing sources.

- Each source element name must be unique. Therefore, if you create a custom source element, its name must not be a duplicate of any standard or previously defined custom source element.
- When creating custom source elements, consider what other elements you will want to use in the same source definition, and assign the custom elements to different groups.

You can use only one element from an element group. For example, if you use the element [Author] from the Author group, then you cannot use [Agency].

#### Author

[Agency]  
[Author]  
[Church]  
[First Party]  
[Informant]  
[Speaker]  
[Draft Board]

#### Citation Detail

[CD]  
[CD1]...[CD9]

#### Citation Memo

[Cm]  
[Cm1]...[Cm9]

#### Citation Reference

[Cref]

#### Comments

[Comments]  
[Memo]  
[Memo1]...[Memo9]  
[M]  
[M1]...[M9]

#### Compiler

[Compiler]

#### Date

[Compile Date]  
[Date]  
[File Date]  
[Interview Date]  
[Printout Date]  
[Publish Date]  
[Year]

#### Edition

[Edition]  
[Record Group]  
[Subset Volumes]  
[Enum Dist]

#### Editor

[Editor]  
[Writer Role]

#### File Reference

[File Name]  
[File Reference]  
[Line Number]  
[Unit Number]

#### Film Number

[Film Number]  
[Film]  
[Sheet Number]

#### Location

[Address]  
[Author Address]  
[Compiler Address]  
[County]  
[Informant Address]  
[Jurisdiction]  
[Listserve]  
[Location]

#### Pages

[Document]  
[Pages]  
[Page]  
[Sheet No]

#### Publisher

[Publisher]

#### Publisher Location

[Publisher Address]  
 [Publisher Location]  
 [Group Title]  
 [Town]

**Record Number**

[Call Number]  
 [File Number]  
 [Manuscript Info]  
 [Number]  
 [Record Info]  
 [Record Number]  
 [Register]  
 [Household Number]  
 [Order No]

**Record Type**

[Record Type]  
 [Database]

**Repository**

[Repository]

**Repository Info**

[Repository Address]  
 [Repository Info]

**Repository Memo**

[Repository Memo]  
 [Repository Memo1]...  
 [Repository Memo9]  
 [Rm]  
 [Rm1]...[Rm9]

**Repository Reference**

[Repository Reference]

**Second Date**

[Date Viewed]  
 [Original Date]  
 [Period]  
 [Second Date]

**Second Location**

[Author E-Mail]  
 [Recipient Address]  
 [Second Address]  
 [Second Location]

[State]

[URL]

**Second Person**

[Applied to]  
 [Interviewer]  
 [Photographer]  
 [Present Owner]  
 [Reader]  
 [Recipient]  
 [Second Party]  
 [Second Person]  
 [Second Publisher]  
 [Ship Name]  
 [Translator]

**Series**

[Record Series]  
 [Series]  
 [Subset]  
 [Website]

**Short Subtitle**

[Short Article Title]  
 [Short Chapter Title]  
 [Short Essay Title]  
 [Short Record Title]  
 [Short Register Title]  
 [Short Subtitle]

**Short Title**

[Short Bible Title]  
 [Short Book Title]  
  
 [Short Compilation Title]  
 [Short Journal Title]  
 [Short Newspaper Title]  
 [Short Title]

**Subject**

[Family Info]  
 [Household]  
 [Name of Person]  
 [State]  
 [Spouses' Names]  
 [Subject]  
 [Testator]

**Subtitle**

[Article Title]  
 [Chapter Title]  
 [Essay Title]  
 [Record Title]  
 [Register Title]  
 [Subtitle]  
 [Sub Dist]

**Title**

[Bible Title]  
 [Book Title]  
 [Compilation Title]  
 [Journal Title]  
 [Newspaper Title]  
 [Title]  
 [Place Title]

**Version**

[Image]  
 [Roll]  
 [State Online]  
 [Sub Group]  
 [Version]

**Volumes**

[Volume]  
 [Volumes]  
 [Country]