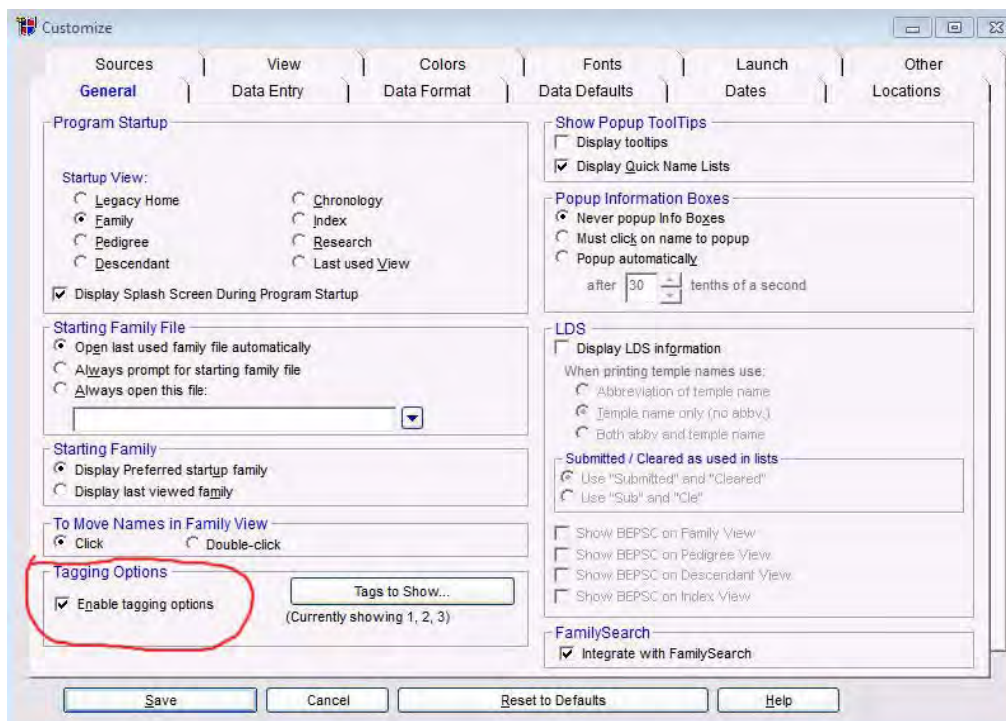




July 12, 2012

How to trim the database you send to SGGEE using Legacy genealogy software so it includes only the Germans in your database

1. Print your pedigree chart from your existing genealogy program. Mark each person who is a top of pedigree line person who is ALSO a person who lived in Poland or Volhynia (or the ancestor of such a person) so that you can later find them in a Legacy Name list below.
2. Export all of your data from your current genealogy program using the export process in that program to create a GEDCOM file. Create the GEDCOM file using the GEDCOM 5.5 protocol. For ease of finding it, put that GEDCOM file on your computer desktop.
3. Open Legacy and create a new family file with a file name of your choosing (File menu-> New Family File). When the database is created, it will initially have no records in it.
4. Import the GEDCOM file you created above by using the File menu (File->Import From-> GEDCOM File). You will need to navigate to the file you created above in order to import it.
5. Go to the Legacy customize menu (Options->Customize->General tab, and click on the Enable tagging radio button. Click on the Save button to return to the main screen.



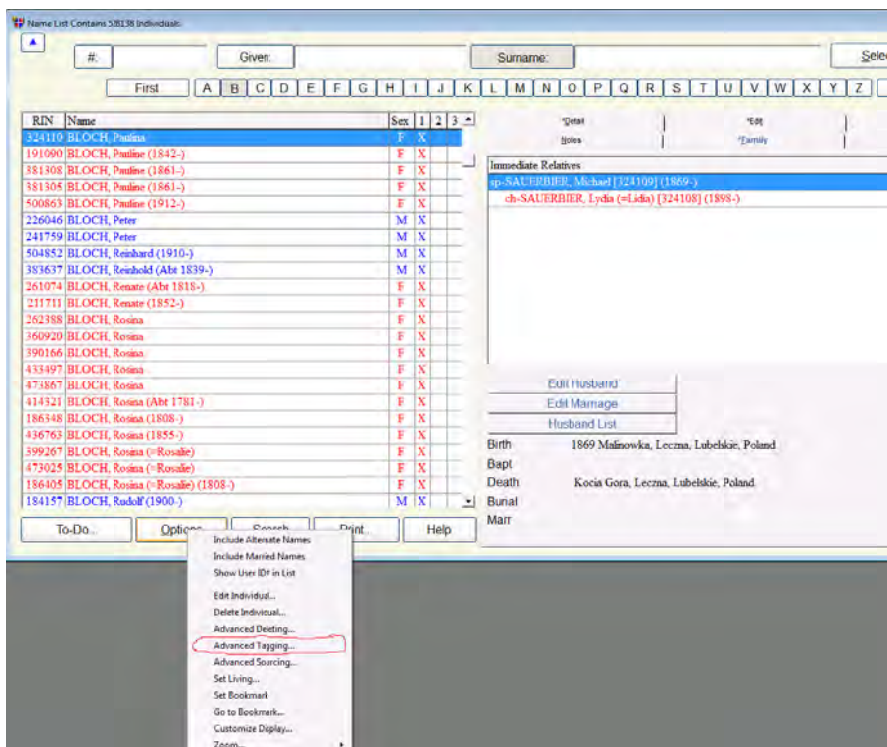
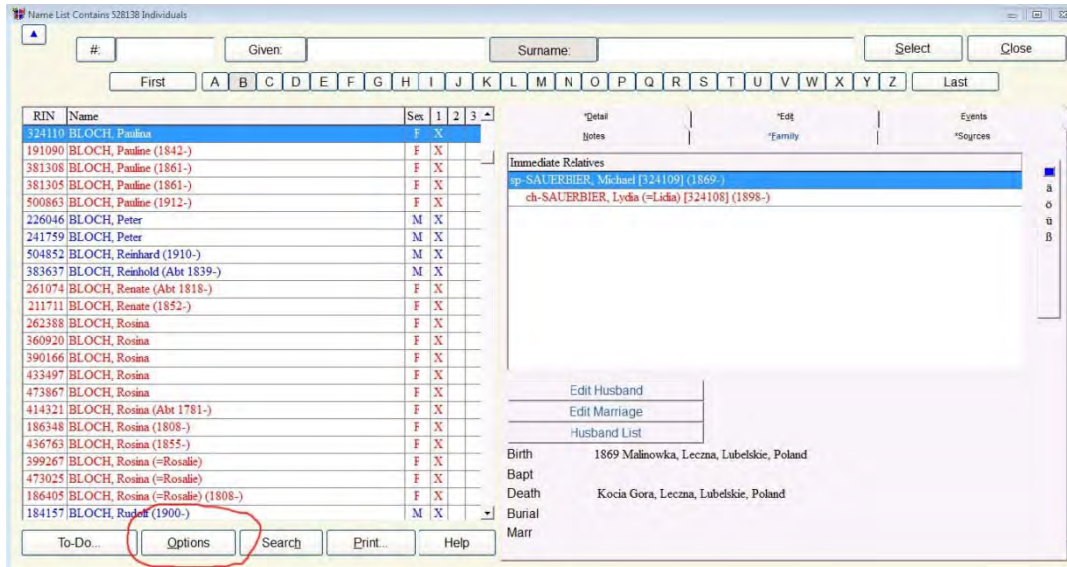
☞Society for German Genealogy in Eastern Europe, Box 905, Stn "M", Calgary AB, T2P 2J6, Canada☞

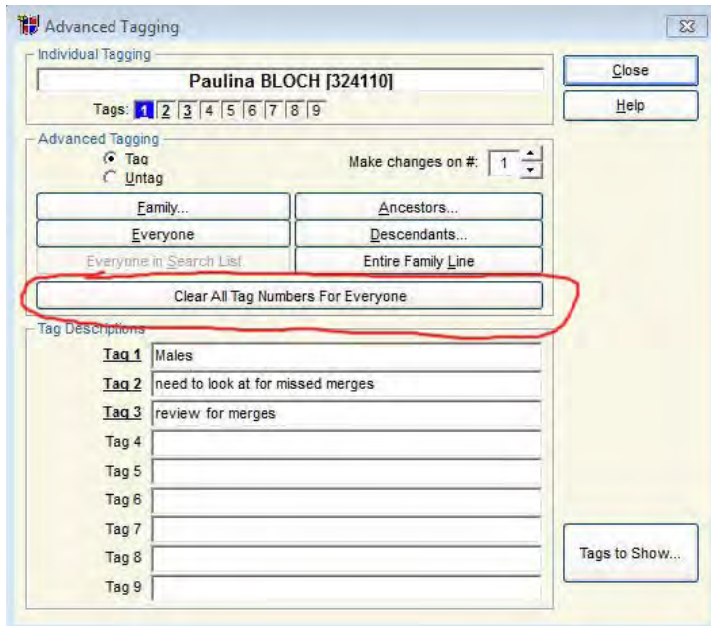
Website: www.sggee.org, E-mail: contact@sggee.org,

Listserv: <http://eclipse.sggee.org/mailman/listinfo/ger-poland-volhynia>



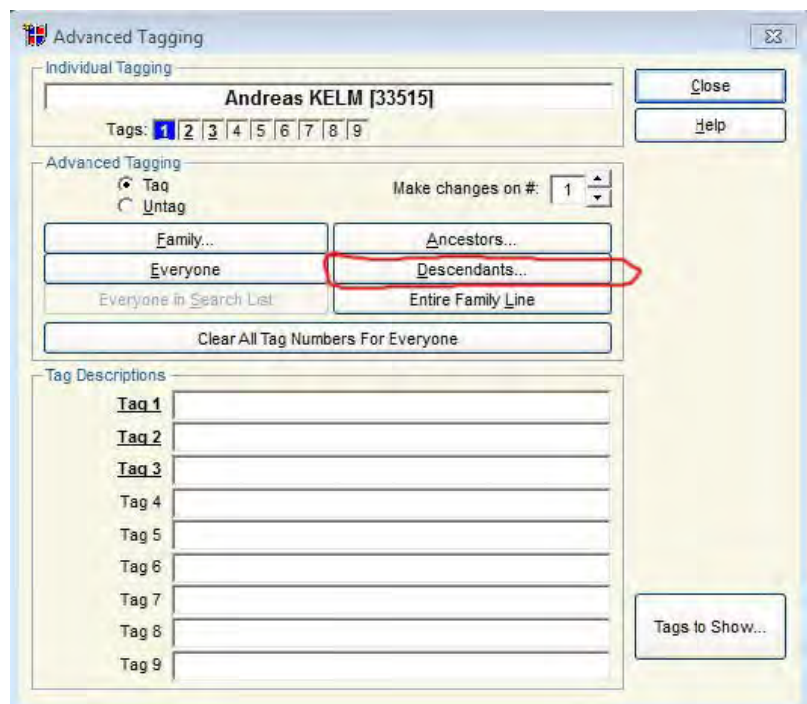
6. See images below. Click on the Name list icon at the top of the Legacy window. When the Name list opens, click on the Options button, and then on the Advanced Tagging option. When the Advanced Tagging window opens, click on the Clear All Tag Numbers for Everyone button. Now press the Close button to close that window.





7. You will now be back in the Name list. Find one of the persons on your pedigree chart whom you marked as part of number 1 above. Now find that person in the Legacy name list by either scrolling the list until you find that person, or by typing that person's last name, given name in the Surname field at the top of the list, or by typing that person's given name, surname in the Given field at the top of the list. When you find the name you seek, make sure it is highlighted in the name list.

8. Now, go back to advanced tagging (same procedure as is 6 above). Confirm that the name you selected is shown in the Advanced tagging window, and click on the Descendants button as in the image to the right.

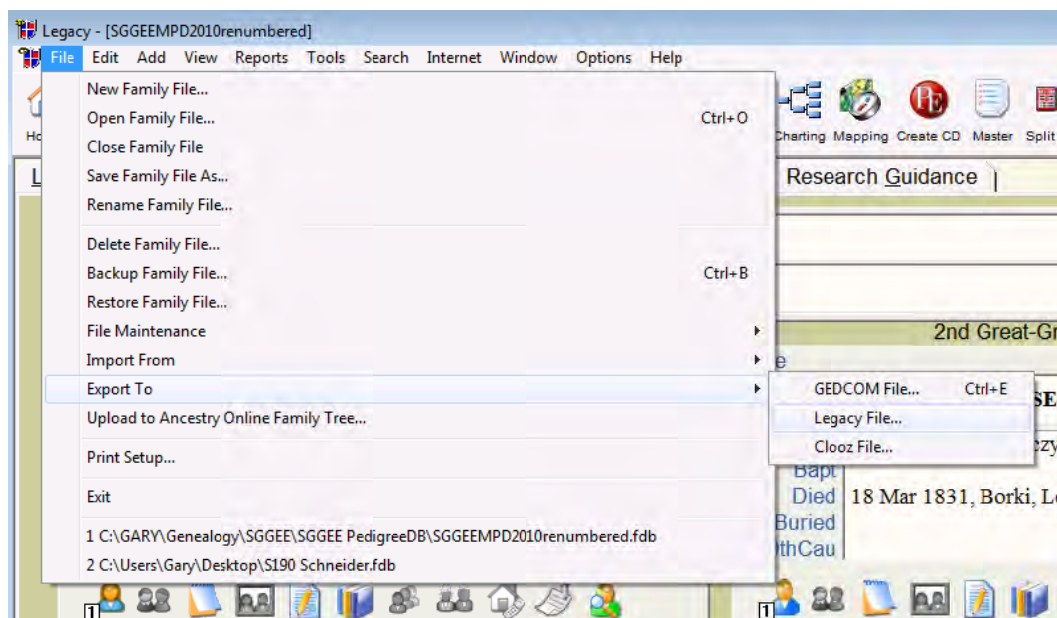


9. You will now see the window at the right. Make sure that the selections are as shown and click on OK. You have now tagged with tag 1 (the default tag number, unless you changed it above) all descendants of the person who lived in Poland or Volhynia (or the ancestor such a person).



10. Now go back to the Name list again, and repeat numbers 7 to 9 for each person in your pedigree list who was marked as part of number 1 above. When you finish, you will have put tag 1 on all records that are German blooded in even the smallest way, and also the spouses of such individuals.

11. Now close the Name list and go to the File menu in Legacy. Select (see the image below) Export





to-> Legacy file. The next screen will ask for a file name- give it one that includes your SGGEE ID and your surname. Pay attention as to which folder the file will be in so you can find it again.

12. When Legacy has finished creating the new Legacy file, which should be just the Germans in your data file, it will ask if you want to open that file. Say yes, and then open the name list and look at the names to confirm that the data is what you wanted to send to SGGEE.

13. Send the Legacy file to databases@sggee.org