

RootsMagic Import, Set up, Clean Up

PRE-IMPORT

Clean your file

Create a new folder in your Document folder called RootsMagic

Move your Family Tree Maker Database and Media folder to this new folder

Open FTM

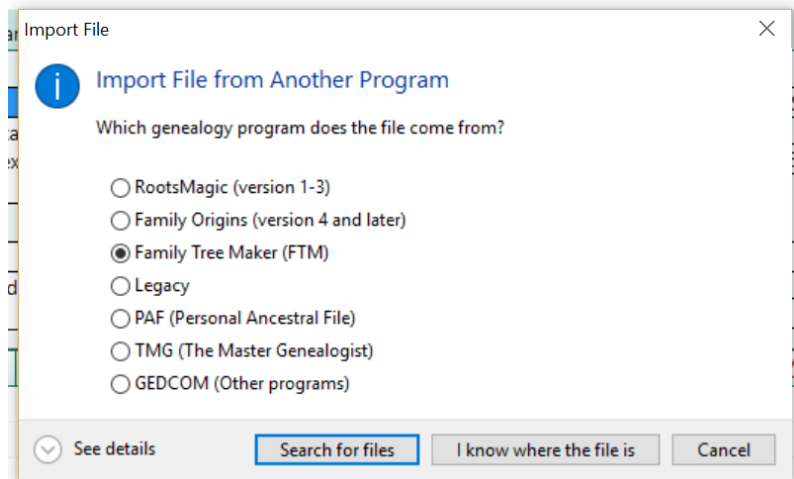
Do a find missing media and get all the links working

Open RootsMagic

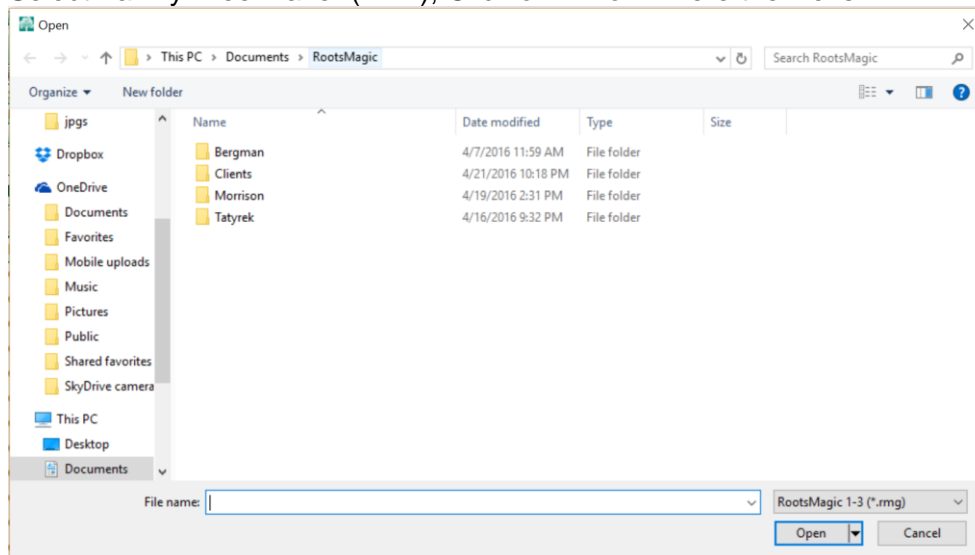
IMPORT

File Menu

Import



Select Family Tree Maker (FTM), Click on I know where the file is



Navigate to where your Family Tree Maker Database is located. Select the file and click open. The size of the file and the amount of media you have attached will dictate how long you have to wait for the process to complete.

CONFIGURATION

Tools

File Options

General

General

Root person... Samuel John CHANTILIS

Start person when opening this database: Root person above

Starting view when opening this database: Family view

Starting side list view: Index

Nickname format: John "Jack" Kennedy

Number to display after name: None

Date format: 10 Jan 1959

Display surnames uppercase

LDS support

Problem Alerts

Problem options

OK Cancel

Select:

1. Your Root Person, this is like the home person in FTM.
 2. Which view you want to open to. Index is default.
 3. How you want the nicknames to show up
 4. If you want numbers after your names
 5. Date format
- Check box if you want surnames in uppercase
LDS support if you need it
Problem Alerts, Click on Problem Options button

Select the types of problems to search for

Individuals without sex entered

Birth before parent's birth

Proper order of events

Birth after father's death

Birth before parent's marriage

Birth after mother's death

Age at death should be less than: 120

Age at marriage should be between: 14 and 90

Father's age should be between: 14 and 100

Mother's age should be between: 14 and 50

OK Cancel

After tweaking the numbers and making your selections, Click OK in each of the boxes.

Preparer

Preparer

Preparer Information

Name: Tresa Tatyrek

Address: 1616 Shadywood Ln
Flower Mound, TX 75028

Phone: 9726035428

Cell phone:

Fax:

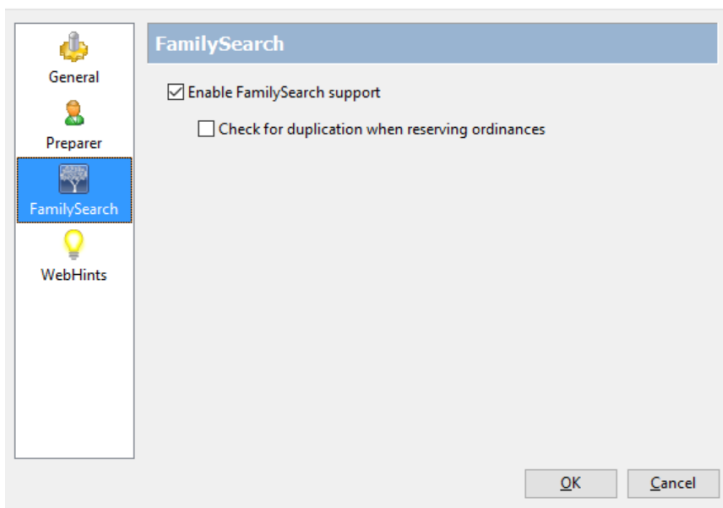
Email: tresatatyrek@gmail.com

Website: magnoliamanorgenealogy.com

OK Cancel

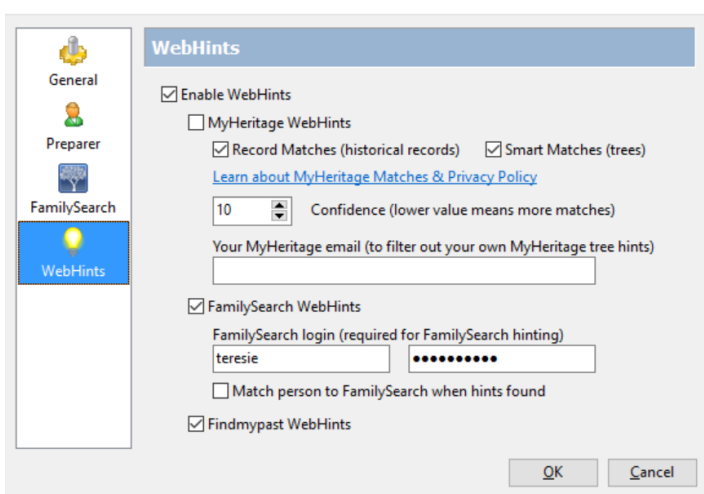
Enter your contact information

Family Search



If you are LDS check the second box, you do want support if you need it with FamilySearch

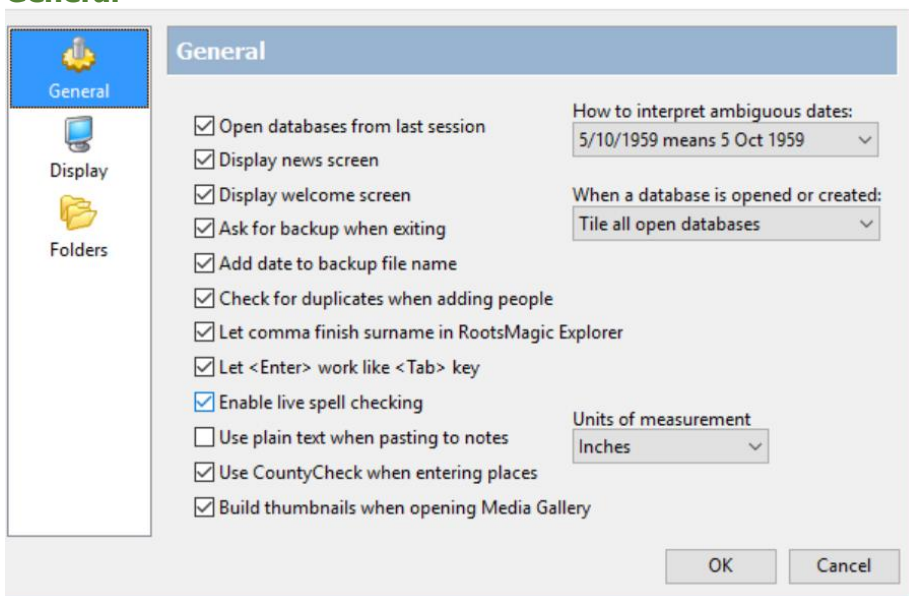
WebHints



If you do not have a MyHeritage Subscription, uncheck the box. Check the FamilySearch WebHints box and enter your user name and password.

Program Options

General



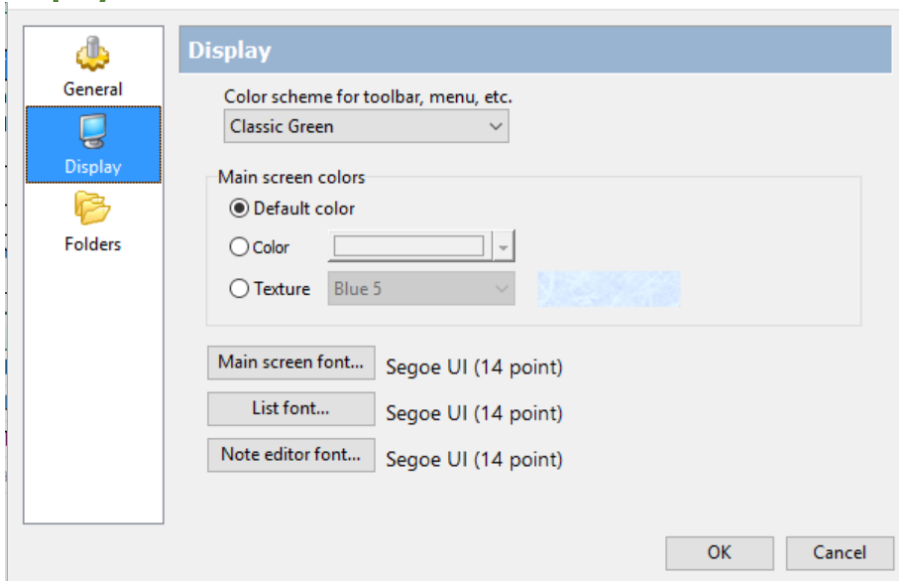
I check everything but Use plain text when pasting to notes. If you do this you lose all formatting and special characters.

Select:

1. The way you enter your dates and how you want them to look.
2. How you want multiple trees to look when opened
3. Units of measurement

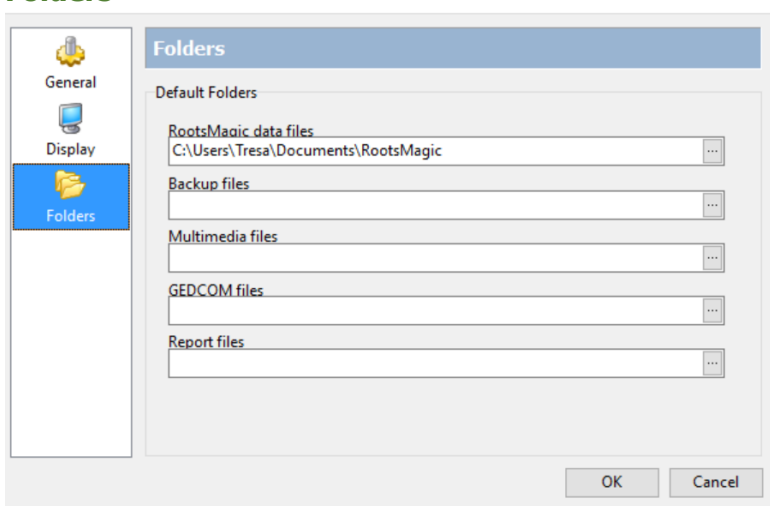
Click OK

Display



Select your color and font for what you want to see when you open your file. Click OK

Folders



Navigate to where you want each of these options to be. Most will want them all in your RootsMagic file that you created.

Problem Search

RootsMagic has some great tools to help clean up your database, one it is done the parameters you set above will help you keep it clean

Problem Search

Select the types of problems to search for

<input type="checkbox"/> Individuals without sex entered	<input type="checkbox"/> Birth before parent's birth
<input checked="" type="checkbox"/> Proper order of events	<input type="checkbox"/> Birth after father's death
<input type="checkbox"/> Birth before parent's marriage	<input type="checkbox"/> Birth after mother's death
<input type="checkbox"/> Age at death should be less than	100
<input type="checkbox"/> Age at marriage should be between	14 and 70
<input type="checkbox"/> Father's age should be between	14 and 70
<input type="checkbox"/> Mother's age should be between	14 and 50

OK Cancel

Start at the top and work down. Some items you will ignore that are in the data.

DataClean

DataClean
Tools to find and correct problems in your data

→ NameClean
Find and correct problems and inconsistencies in people's names

Select people to clean: Everyone in file

→ PlaceClean
Find and correct problems and inconsistencies in place names

Other data cleaning tools include [Problem Search](#), [Duplicate Search](#), [Automatic Merges](#), and [Search and Replace](#).

Close

RootsMagic has some great tools to help clean up your database, the other is to scrub your names and places.

NameClean

NameClean
Find and correct problems and inconsistencies in names

Find the following problems:

<input type="checkbox"/> Names in all uppercase	<input type="checkbox"/> Improper capitalization
<input type="checkbox"/> Improper spacing	<input checked="" type="checkbox"/> Invalid characters
<input type="checkbox"/> Improper punctuation	<input type="checkbox"/> Abbreviations
<input type="checkbox"/> Descriptions instead of names	<input type="checkbox"/> Misplaced nicknames
<input type="checkbox"/> Misplaced prefixes	<input type="checkbox"/> Misplaced suffixes
<input type="checkbox"/> Alternate names inside a name	<input type="checkbox"/> Wife shares husband's surname

Only clean a person's primary name

OK Cancel

Do one at a time as needed. You can select all of them and look through and uncheck the ones you don't want the rule applied to.

Place Clean works the same way.

PlaceClean
Find and correct problems and inconsistencies in place names

Find the following problems:

<input type="checkbox"/> Names in all uppercase	<input type="checkbox"/> Improper capitalization
<input type="checkbox"/> Improper spacing	<input type="checkbox"/> Invalid characters
<input type="checkbox"/> Improper punctuation	<input type="checkbox"/> Abbreviations
<input type="checkbox"/> Blank pieces	<input checked="" type="checkbox"/> Misplaced Place Details

Make the following changes:

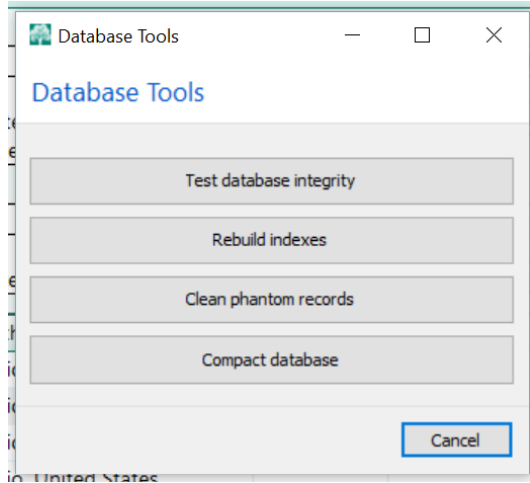
Add or Remove Country: Do nothing Country: [dropdown]

Replace <brackets>: Replace <brackets> with: [dropdown] Replace with: [text box]

OK Cancel

Database Tools

From the File menu



Start at the top and do each one. Do this on a regular basis.