IX (F3-D) Export/Import Options

Whenever you spend a great deal of time entering information into a file on your personal computer, there are invariably instances when you would like to be able to get to that information for processing by another program. When the file is in a format that was designed especially for the program used to originally create it, it may be very difficult or impossible to use it with any other software. At such times you may get the feeling that your own information is being held "captive" within the "non-standard" format file.

To alleviate the anxiety of users, most software that employs special formats for storing information will supply utility programs for "converting" information into a more generally usable form. The process for converting information from a "special" format file to a "standard" format file is called "EXPORT" while the term "IMPORT" refers to a process of converting information from a "standard" format file to a "special" (non-standard) format file.

One type of "export" procedure that you may already be familiar with is that of printing a report to a file. The report file can be used as input to utility programs such as 4PRINT (for printing reports in landscape, duplex mode on HP compatible laser printers) and SIDEWAYS (for printing very wide reports in banner mode on continuous forms).

This section describes two FHS programs that allow you to EXPORT family file information into "text" files of a special but standardized format that can be used by other programs. One of these utilities also supplies an IMPORT procedure for moving (possibly large quantities of) information from a "text" file into an FHS family file. The first of these programs uses the GEDCOM (GEnealogical Data COMmunication) format for sharing information with other genealogy software. The other creates files in MailMerge format (also called "quote and comma delimited ASCII" format) which can be processed by most word processing and general purpose database programs.

The GEDCOM program also provides an option (F7) for converting "Short Format" Address datasets to use "Long Format" addresses. (See section IV.B.5 for a description of the "short" and "long" address records.) While it may seem a bit incongruous to have this special purpose option imbedded in the GEDCOM export/import program, it is appropriate because it can eliminate the need for an export/ import operation to perform the conversion.

IX.A (F3-D-1) GEDCOM Export/Import Program- a Little History

Main Menu option F3-D-1 calls upon the FHS GEDCOM Export/Import program which allows you to transfer information between Family History System files and family files maintained by other software packages that support the GEDCOM format. The "Export" option converts information from a FHS family file into an expanded ASCII (or standard character) format and places it in a text file, TRANSFER.GED. Information in the text file can then be "Imported" into a new, empty family file, or may be appended to an existing family file. In the latter case, the system's file maintenance program may then be used to establish relationships between old and new individual records. All family relationships between transferred records are preserved across the export/import procedure.

The format of the transfer dataset is based upon the descriptions of the format provided by the LDS Family History Department in Salt Lake City, Utah, USA. Actually, the GEDCOM format for family information has evolved through several stages since it was first proposed during the mid 1980's. But basically it prescribes that each data item (Name, Birth Date, etc.) appear on a separate line in the transfer dataset, with related items grouped by associated "level numbers" and each individual data item labeled by an identifying label called a "Tag". The lowest level numbers (zero level groups) correspond to "records" of information, the two most fundamental types of records, for the purpose of genealogical record keeping, being the "Individual Information" record and the "Family Information" record. Records are assigned unique "cross reference identifiers" which are used to define logical connections between separate but related records. Changes to the details of what data items were to be supported and how they would be represented, identified and related resulted in a progression of proposals for the GEDCOM specifications. In some cases, earlier versions of GEDCOM have not been upwardly compatible with later versions. While this has led to some confusion over just what the "GEDCOM Standard" is, the original intent for GEDCOM, that of permitting the sharing of information between the family files of different genealogy software, has been largely met. Today it is possible to transfer most of the basic information about individuals and families, including dates, places and relationships, among the popular genealogy software packages without having to reenter it from the keyboard.

The Family History System has included a GEDCOM export/import utility among its options since the early discussions about GEDCOM in the pages of *Genealogical Computing*. The first FHS GEDCOM program was based upon a very early GEDCOM specification that employed two character data "tags". It was introduced in 1987, about the same time as the first appearance of a GEDCOM utility in the LDS Personal Ancestor File software (PAF 2.0). The PAF implementation was based upon a later GEDCOM specification, which used 4 character data tags. Consequently, the two utility programs were not compatible at that time.

NOTE: *The two programs differed by more than the data tag "dictionary" that each used. Most significantly, the FHS program linked parents to children by means of cross reference identifiers in the name record, as it is done in the FHS family file, while the PAF implementation, and all subsequent formal GEDCOM specifications, linked children through the marriage/family record of the parents.*

The FHS GEDCOM program gradually added support for exporting and importing information using the PAF 2.0 format of GEDCOM and the somewhat incompatible PAF 2.1 implementation of GEDCOM. The GECOM utility in this update of the Family History System includes support for each of these prior implementations of GEDCOM in FHS as well as new support for GEDCOM extensions that were in the November 1995, v5.5 proposal for GEDCOM.

IX.A.1 The GEDCOM Tag System Table

To support the variety of GEDCOM specifications that the current utility will do, the software uses a System Table for establishing the Data Tags that will be used/recognized during an export/import operation. The table includes a set of user modifiable CUSTOM data tags which allows you to create TRANSFER.GED datasets which may be more "readable" by those whose native language is not English.

The complete GEDCOM system table is showing in the following figure. Each data item, represented by a line in the table, has an associated CODE. This is a label for identifying the tag within the program and has nothing to do with the GEDCOM definition. The second through sixth columns are the tags for the data items in 5 different GEDCOM styles supported by the program as follows: "FHS"=original FHS implementation, "2.0 and 2.1" refer to the first two PAF implementations of GEDCOM, "5.0"=most recent GEDCOM proposal, and "CUST" is a set of tags for a CUSTOM GEDCOM file that you may modify. Missing tags correspond to data items that are not supported by the style of GEDCOM represented by the column heading. Non-standard 4 character tags follow the convention of having an underscore character in the first position.

NOTE: *Some data items (e.g. Birth Date) are represented by multiple lines. That is because there may be more than one way to represent the item, depending upon the style of GEDCOM. The Custom set of tags has a value for each representation of these data items because it is intended to support export operations using the "rules" for each of the other styles.*

Table 1: GEDCOM System Table

CODE	FHS	2.0	2.1	5.0	CUST	Description
H000	HH	HEAD	HEAD	HEAD	HEAD	GEDCOM Dataset Header Record
H020		SUBM	SUBM	SUBM	SUBM	Submitter's Section
H021	HN	NAME	NAME	NAME	NAME	Submitter's Name
H030	HA	ADDR	ADDR	ADDR	ADDR	Submitter's Address (line 1)
H031	CT	CONT	CONT	CONT	CONT	Submitter's Address (lines 2,3)
H032	HP	PHON	PHON	PHON	PHON	Submitter's Phone Number
H040		SYST			SYST	System Section
H041	HS	SOUR	SOUR	SOUR	SOUR	Source System Identifier (FHS)
H042				VERS	VERS	Source/DEST Version
H043				NAME	NAME	Source/DEST Full Name
H045	HD	DEST	DEST	DEST	DEST	Destination System Identifier
H050		DATE	DATE	DATE	DATE	Date GEDCOM File Was Created
H060		FILE	FILE	FILE	FILE	Family File Namewq
H061	HI	_IIC	_IIC	_IIC	_IIC	Individual Record count
H062	HF	_FIC	_FIC	_FIC	_FIC	Family Record count
H063	HR	_RUL	_RUL	_RUL	_RUL	GEDCOM Rules Used
H090	HC	COMM	COMM	NOTE	NOTE	Submitter's Comments
H091	CT	CONT	CONT	CONT	CONT	Submitter's Comments continued
I000	II	INDI	INDI	INDI	INDI	Individual Information Record
I001	AF	RFN	REFN	REFN	REFN	ID# of Source Record in FHS
I010	NM	NAME	NAME	NAME	NAME	Full Name ("Given/Surname/")
I011	US				_SNU	"Surname Use" field
I015	SX	SEX	SEX	SEX	SEX	Sex Code
I020		BIRT	BIRT	BIRT	BIRT	Birth Information
I021	BD				BDTE	Birth Date
I023	TB				BTIM	Time of Birth
I025	BP				BPLC	Birth Place
I030		DEAT	DEAT	DEAT	DEAT	Death Information
I031	DD				DDTE	Death Date
I033	TD				DTIM	Time of Death
I035	DP				DPLC	Death Place
I040		FAMI	FAMS	FAMS	FAMS	Marriage Information
I041	OF				LFAM	"Pointer" to Most Recent Marriage
I044		PARE	FAMC	FAMC	FAMC	Parent's Family Record
I045				ADOP	ADOP	Adoption (HUSB,WIFE,BOTH)
I046		ADMO			_ADM	Adoption by Mother
I047		ADFA			_ADF	Adoption by Father
I048		SIBL			SIBL	Sibling Section
I049		OLD			OLD	Next Oldest Sibling
I050	OC				OCHD	Oldest Child Identifier
I051	FA				FATH	Father Identifier
I052	FY				FYSB	Younger Sibling, Same Father
I053	MO				MOTH	Mother Identifier

CODE	FHS	2.0	2.1	5.0	CUST	Description
I054	MY				MYSB	Younger Sibling, Same Mother
E000	EV			EVEN	EVEN	Event Record
E001	TY			TYPE	TYPE	Event Type
E002	IM			_IMP	_IMP	Event Importance Level
E003	DT	DATE	DATE	DATE	DATE	Event Date
E004	QU		QUAY	_QUA	_QUA	Date Qualifier Character
E005	TM	TIME	TIME	TIME	TIME	Event Time
E006	PL	PLAC	PLAC	PLAC	PLAC	Event Place
N000	CM	NOTE	NOTE	NOTE	NOTE	First Comment Line (NAME)
N001	CT	CONT	CONT	CONT	CONT	Continuation of Comments (NAME)
X100						Fields for Extra Records
X101	DB				_BDT	Beginning Effective Date
X103	DE				_EDT	Ending Effective Date
X104	ES				_STA	Ending Status
X105	CM				NOTE	First Comment Line (MISC)
X106	CT				CONT	Continuation of Comments (MISC)
X120	ER				_EDU	Education Record
X121	SU				_SUB	Subject (may be two)
X122	EL				_LVL	Education Level
X123	DG				_DEG	Degree or Certificate Earned
X130	WR				_OCC	Work Record (Occupation)
X131	WT				_TYP	Work Type
X140	MI				_MIL	Military Record
X141	MR				_RNK	Military Rank
X150	ME				_MED	Medical Record
X151	DI				_DIA	Medical Diagnosis
A010	AR			ADDR	ADDR	Address Record
A011	AD			ADR1	ADR1	Address Line 1
A012	CT			ADR2	ADR2	Address Line 2
A013	CY			CITY	CITY	City
A014	ST			STAE	STAE	State/Province
A015	ZC			POST	POST	Zip/Postal Code
A016	CN			CTRY	CTRY	Country
A017	PH			PHON	PHON	Phone Number
A018	CM			NOTE	NOTE	First Comment Line (ADDRESS)
A019	CT			CONT	CONT	Comment Continuation (ADDRESS)
F000	FI	FAMI	FAM	FAM	FAM	Family/Marriage Record
F001		PFAM	PFAM	_NMR	_NMR	Parents with no marriage record
F010	HU	HUSB	HUSB	HUSB	HUSB	Husband Identifier
F011		RFN			RFN	Husband II Number
F012		OTHE			OTHE	Husband's Other Marriage
F015	WF	WIFE	WIFE	WIFE	WIFE	Wife Identifier
F020		MARR	MARR	MARR	MARR	Marriage Beginning Event
F021	MS				BSTA	Beginning Marriage Status
F022	MD				BDTE	Marriage Date

CODE	FHS	2.0	2.1	5.0	CUST	Description
F024	PM				BPLC	Place of Marriage
F025				DIV	DIV	Divorce Event
F026		DIVO	DIV		DIVO	Divorce Flag
F027	ES				ESTA	Cause of Marriage Termination
F028	DE				EDTE	Date of Marriage Termination
F029	PD				EPLC	Place of Marriage Termination
F030	HO				HELM	Husband's next earlier marriage
F031	WO				WELM	Wife's next earlier marriage
F040		CHIL	CHIL	CHIL	CHIL	Child Identifier
F041		YOUN			YOUN	Youngest Child's II Number (2.0)
F042			ADOP		ADOP	Adoption Status (HUSB,WIFE,BOTH)
F090	CM			NOTE	NOTE	First Comment Line (Marriage)
F091	CT			CONT	CONT	Comment Continuation (Marriage)
T000	ND	EOF	TRLR	TRLR	TRLR	Trailer (End) Record

For a data item to be exported, two things must happen. First, the data item must have a "tag" defined in this GEDCOM table under the heading for the style of GEDCOM file being produced by the export operation. Second, it must be included in one of the types of information that have been selected for export in the Options for the Export operation. Therefore, if you are producing a GEDCOM file of type PAFv2.0 and have requested the export of Comments in the Export Options, Name record comments will be exported but marriage record comments will not, because there is no tag

NOTE: *Even in the "standard" styles of GEDCOM I have included a few "non-standard" data items to allow for information that seemed too significant to omit. In particular, the Header Record items with CODEs of H061 and H062 show numbers of Individual Records and Family Records in the file. Also, for the 2.0 style of GEDCOM the items with CODEs of I046 and I047 are used to show adoptive parent relationships. In the "standard" styles of GEDCOM, the item with CODE value F001 is used to identify family records that do not correspond to a marriage record but were created for the purpose of recording children born to "unmarried" parents.*

IX.A.2 GEDCOM Program Operation

When you select Main Menu option F3-D-1, the screen is cleared and reformatted with the display shown below.

```
                        Family History System
                  * * * GEDCOM Export/Import Program * * *

Family File Setup: RUSSELL    My Family                      # Names: 2408
    Printer Setup: DEFAULT    Panasonic KXP4450
             Form: Width: 137  Length: 72

    Transfer File: TRANSFER.GED    Lines: 0      INDI: 0        FAMI: 0

                                      +-------------------------------------
   Select Program Option              |        GEDCOM Export Options
      F1 Change FILE Setup            |     Y Places (Birth,Marr,Death)(Y/N)
      F2 Change PRINTER Setup         |     Y Spouse Records           (Y/N)
      F4 Change OPTIONs               |     Y Education Records        (Y/N)
      F5 Process GEDCOM Request       |     Y Work Records             (Y/N)
      F6 Print GEDCOM Listing         |     Y Military Records         (Y/N)
      F7 Convert Address File         |     Y Medical Records          (Y/N)
                                      |     Y Event Records            (Y/N)
      F9 RETURN to Main Menu          |     Y Address Records          (Y/N)
                                      |     Y Comment Records          (Y/N)
                                      | UP/DN/Enter Change  F1 Save Esc End
```

View 1: GEDCOM Program Display

This screen display is similar to others in the Family History System. Near the top are lines describing the current Family File and Printer Setups. The viewing area in the lower right corner of the screen shows the current option settings for an Export operation and the program options are shown on the lower left.

Near the middle of the screen is a line describing the Transfer File, which is the file to which exported information is written or from which imported or listed information is read. During an Import, Export or List operation, the "Lines", "INDI" and "FAMI" fields are filled in with the number of Lines processed in the TRANSFER dataset, the number of "Individual Information" records processed and the number of "Family Information" records processed.

Program Options F1 and F2 are used to select other Family or Printer Setups as in the other FHS programs. Program option F4 is used to change option settings for Exporting to, Importing from or Listing the TRANSFER.GED file. For the Export and Import operations, these option settings can be used to limit the types of information that will be processed during the operation.

Program Option F7 provides an easy procedure for converting an Address dataset using older "short" address records into one which uses the "long" address records more appropriate for recording international addresses. (See section IV.B.5 for a description of the two types of address records.) See p. IX-10 below for a description of this option.

If you press F5, *Process GEDCOM Request*, you will be asked to:

Select 1) Import from GEDCOM File 2) Export to GEDCOM File

The next sections will describe in more detail the procedures for performing these Import and Export operations.

IX.A.3 EXPORTing Data from your Family File to a GEDCOM File

NOTE: *Prior to using the Export option, I would recommend that you use the Pointer Validation option (Main Menu selection F3-E-F6-1) to verify that there are no inconsistent relationships between the family file records that could cause problems during the export procedure. If you are using one of the Standard GEDCOM formats (versions 2.0, 2.1 or 5.0), the export procedure will assume that husbands are "Male" and that one and only one of two participants in a marriage is a "Male". This is to accommodate the standard GEDCOM requirement that the participants in a marriage be identified as Husband and Wife. The Data Validation option (Main Menu selection F3-E-F6-2) will identify marriages for which this condition is not met.*

Selecting program option F5-2 initiates an export process in which information is copied from your family files into the TRANSFER dataset. You will first be asked whether you want to:

Export 1) ALL Records 2) SELECTed Records

If you choose to export selected records, you must have previously used another program, such as the system's Search/Select/LIST program (Main Menu option F2-D), to create a "selection table" of ID numbers and save it in a SELECT work file. You will be prompted to supply the name of the SELECT work file.

To identify the order in which the records will be exported, you will next be asked to:

Select: 1) ID Sequence 2) Relationship Sequence 3) Indexed Sequence

The option for "Relationship Sequence" uses a previously created Ancestor, Descendant or Relative work file to determine the order in which the records will be exported. The records corresponding to ID's in the relationship work file will be exported in the order that they would appear in the corresponding relationship report. Exporting records in Indexed or sorted sequence requires the use of a previously created Index File. The ability to create Index Files is an extended option (Main Menu selection F3-E) provided only to registered users.

You will next be asked to:

Select Tags 1) LDS 5.5 2) PAF 2.1 3) PAF 2.0 4) Old FHS 5) Custom

This determines which set of TAGS from the GEDCOM System Table will be used during the Export operation. If you choose one of the first four, then the choice will also determine the set of rules that will be used. If you choose to use the CUSTOM tags, then you will also be asked to:

Select Style 1) v5.5 2) v2.1 3) v2.0 4) FHS

This determines the rules that will be used for representing certain items of information and the method for linking records together in the GEDCOM file. If you choose one of the first three choices, then parent-child relationships will be defined using the marriage or family record for the parents. If you choose the FHS style, then parent-child relationships will be defined using parent-ID and sibling-ID fields in the Individual Information record of the child as it is done in the FHS family file.

You will next be asked if you want to:

Convert ALL CAPS to Mixed Case?...(Y/N)

This gives you the option of having the export program convert information (e.g. Names, Place Names, Addresses, Comments) that was originally entered in ALL CAPITAL letters to Mixed Case text. In doing so, there are two different conventions for handling Proper Names and Comments. When converting proper names, the first character of each "word" will be left as a capital letter. Comments will only have the first letter of each sentence left as a capital letter. When performing the conversion, if a lower case alpha character is encountered in the text of a field, then the conversion will be terminated for that instance of the field.

NOTE: *A proper name that is part of the text of comments will have the first character(s) converted to lower case if it is not at the beginning of a sentence. As a result, there will be some manual effort involved in correcting those situations. This can be done most easily by making changes to the TRANSFER file using an ASCII text editor, such as the DOS EDIT command, or a word processing program operating in TEXT mode.*

Next, the viewing area in the lower right corner of the screen is cleared and formatted to permit entry of descriptive information that will be stored in the transfer dataset's header record as shown at right. This information includes the Name, Address and Phone number of the "submitter", the source and destination system identifiers, and up to 3 lines of comments. The Name and Address is preformatted with information taken from the Address fields in the FHS Configuration File (entered using Main Menu selection F3-B). You may choose not to enter anything in the header record for datasets only used for local transfer of information. Press the F1 key when you are ready to continue with the export procedure.

```
    GEDCOM File Header Record

Submitted by: Phillip E. Brown
Address:834 Bahama Drive
        Tallahassee, FL  32311

Phone:
System: Source: FHS 96
   Destination: FHS
Comments:
```

View 2: GEDCOM Header Record

You will next be prompted to:

Enter GEDCOM Dataset Name: _____

The default dataset name is probably TRANSFER.GED and it will be located on the Drive and in the Directory of the TRANSFER file group (see Chapter VIII). You may, however, override the use of the TRANSFER Drive and Directory and have the output go directly to diskette by placing a drive ID of "A:" or "B:" before the GEDCOM Dataset Name that you enter here.

NOTE: *If you have routed the GEDCOM dataset to a diskette drive by placing "A:" or "B:" at the beginning of the dataset name and the diskette becomes full then the program will allow you to change diskettes and continue the export operation on a new (blank, formatted) diskette. The suffix for dataset names for successive diskettes (after the first) will be .G00, .G01, .G02, etc. (The suffix for the first dataset should be .GED.) This may continue for up to 100 diskettes.*

After you have entered the name of the TRANSFER dataset, the program begins a preliminary process of creating a "pointer work file". This work file is a temporary dataset needed only for the duration of the export operation to place information concerning the relationships between records in the TRANSFER dataset. It is needed because of the differences in the ways that records may be connected in the FHS family file and in the GEDCOM file.

The process of building the POINTER work file may be accompanied by the sequential display of the messages:

Building POINTER Work file

Reversing Direction of Sibling Pointers (only PAF 2.0 format)

Finding Family Record of Parents (except for FHS style GEDCOM).

This may be a long running procedure for a very large family file. You may request a "progress report" on the procedure by tapping the space bar.

If there are children in the file whose parents are not married and you are using one of the standard styles of GEDCOM, a dummy marriage record will be created for the parents because within those GEDCOM files parent-child relationships are established through the marriage record of the parents. In this case, at the termination of the building of the pointer work file, the message:

xxx Family Records Created for Unmarried Parents...

will be displayed. You must press a key to acknowledge the message before the export process will continue.

When the export process begins, the viewing area in the lower right corner of the screen will again be cleared and the list of Information to Transfer will be redisplayed. As the export process continues, the number of records exported of each type will be shown next to the line describing the record type. You will see that family records are created only after all the name records have been processed.

At the same time, another "progress report" is shown in the "statistics" fields for the TRANSFER dataset near the middle of the screen. These include the number of "lines" and the numbers of individual and family records that have been written to the TRANSFER dataset.

The export procedure may be terminated at any time by pressing the ESCape key, though a partially created transfer dataset should not be used in a subsequent import procedure.

When the process is finished, the message:

Export finished at hh:mm:ss...

will be displayed at the bottom of the screen. Pressing any key will "clean up" the display and allow you to select another program option

IX.A.4 Importing Information into an FHS Family File from a GEDCOM File

The process of moving information from a TRANSFER dataset into an existing set of family datasets is begun by selecting program option "F5-1". You will be asked to

Enter GEDCOM Dataset Name: _____

The name that you enter (the default value is probably TRANSFER.GED) should be the name of a previously created GEDCOM file on the Drive and in the Directory associated with the TRANSFER Group of files (see Chapter VI). If the file is on a diskette, you can override the use of the Drive and Directory for the TRANSFER group by entering an "A:" or "B:" drive identifier, as appropriate, at the beginning of the GEDCOM Dataset Name.

NOTE: *If you have placed the drive ID "A:" or "B:" at the beginning of the GEDCOM dataset name to import information from a diskette drive, then the imported file can span multiple diskettes. The dataset name on the first diskette must end in .GED and on successive diskettes must end in .G00, .G01, ...,.G99. You will be prompted to enter the next diskette after the import of a diskette is complete if no TRLR (end of file) record was encountered.*

The family file that is to receive the imported information must have been previously INITialized using the system's file maintenance program (Main Menu selection F1) but may otherwise be empty. At the beginning of the import procedure, the program opens the family file datasets and checks to see that all "header" information is valid (indicating that the file has been initialized) and consistent (the .NAM, .ADR and .OTH datasets have the same initialization date and time).

If name records have been previously placed in the family file, the program displays the message:

"Imported Name Records will begin with ID=nnn..."

All imported information will be placed after existing information in the family file. You may later use the file maintenance program to establish relationships between old and new name records. If you had intended to import the information into an "empty" file but forgot to change Family Setup before beginning the import procedure, you may terminate the process now by pressing the ESCape key. Pressing any other key will permit the process to continue.

You will next be asked to:

Select Tags 1) LDS 5.5 2) PAF 2.1 3) PAF 2.0 4) old FHS 5) Custom

to identify the type of tags that were used in the GEDCOM file. If you mis-identify the type of tags that were used, you may see the message: "No Header Record Found...Continue? (Y/N)". At this point you should reply "N" and examine (list) the GEDCOM file to try to determine the correct type.

If the Header Record is found, the viewing area will be cleared and reformatted as shown in View 2 on page IX-5 and the message: "Continue with Import?...(Y/N)" will be shown on the bottom line of the screen. If you reply "Y", and the family file does *not* support *long* place names, then you will be asked if you want to:

Import Long PLACE Names into Notes? (Y/N)

If you respond with a "Y" then birth, death or marriage place names which exceed the FHS limit of 22 characters will be placed in the COMMENTs under the name or marriage record, and the literal "see Notes" will be stored in the PLACE field in the file. If you reply "N" then long place names will be truncated to 22 characters, but the incoming line will also be listed among the "unprocessed" data lines to call attention to the fact that some information has been lost.

Although you will be shown a "running total" of the number of incoming data lines in the TRANSFER dataset that have not been processed. And these unprocessed lines will also be displayed on the bottom line of the screen, you may request that the program produce a report of the bypassed lines. Therefore, you will next be asked if you want to:

"Print Unprocessed Data Lines?... (Y/N)"

If you respond "Y" or "y" to this question you will be able to route the report to an attached printer or to a report file. The better choice would probably be to send the report to a file where you could later examine it and decide whether to actually print any of it.

During an import operation, the GEDCOM file will be read two times. The first time is for reading the Header record and for creating two "Pointer Work Files". The second time is for importing the other information. The program's progress through these readings of the GEDCOM file are recorded on the "statistics" line for the TRANSFER dataset near the middle of the screen display.

NOTE: *If you are importing a multi-diskette GEDCOM file, then following the first pass through the diskettes, you will be prompted to put the first diskette of the set back into the drive to begin the second reading of the file.*

If an error is found in a GEDCOM line, a message describing the error will be shown on the bottom line of the screen and the program will wait for you to acknowledge the message by pressing the space bar. If you continue the import operation by pressing the PGDN key, the program will *not* pause when subsequent messages are displayed.

Near the end of the Import procedure you may see messages such as:

"Reversing Sequence of Marriage Records"
"Reversing Direction of Sibling Records"
"Updating Name Record Pointers"

At the end of the import procedure you will see the message:

"Import Finished at hh:mm:ss..."

Pressing any key will result in the display's being "cleaned up" and the program will be ready to process another option.

NOTE: *I would recommend that, following the completion of each import procedure, you run the system's pointer validation option (Main Menu option F3-E-F6-1) against the updated file to verify that all relationships between records in the TRANSFER dataset are consistent.*

IX.A.5 Producing Listings of GEDCOM Files

Program option F6 may be used to produce listings of the contents of the TRANSFER dataset. You may want to use this for verification of an export procedure or for examination of a TRANSFER dataset prior to import. These listings will be in "outline" format with each data item offset according to its "level number", making it easier to identify the beginning of record level items in the file.

IX.A.6 Performing File Conversion Operations

Program option F7 is provided for performing two types of file conversions: Allowing existing family files to support Long Place Names and converting old, short style addresses to a longer, international style of address. Neither of these operations require the use of GEDCOM, but without these options, a full GEDCOM export and import of a family file would be required to accomplish these tasks. When you select program option F7 you will be asked to:

Select: 1) Convert from Short to Long Style Addresses 2) Allow Support for Long Place Names

The following sections describe each of the options.

IX.A.6.a Converting Address Datasets from "Short" to "Long" Format

Program option F7-1 provides a simple means for converting "short" format address records to the "long" format, which is more appropriate for international addresses. The long format record provides a "free form" phone number, longer city, state and postal code fields and a field for recording the name of the country.

Prior to converting the address dataset, the previous "short format" dataset is renamed with the same prefix but with a suffix of "OAF" for "Old Address File". If you decide to return to the previous format for addresses, you can delete the new address dataset and rename the older one to its former name. In that case, the return to the former dataset should be done prior to adding records to or deleting records from the new address dataset.

IX.A.6.b Converting a Family File for Long Place Name Support

Prior to August 1998, all place names in an FHS family file were a maximum of 22 characters long. With the introduction of a new Long Place Name record, the maximum size was increased to 41 characters. However the new place name record required changes to many other programs in the system, making a family file which included such records incompatible with earlier versions of the software. As a result, family files that are to include support for Long Place Names are identified with a higher "version" number in the Name dataset header record. This "conversion" process simply resets the version number for the name dataset. Again, please note that family files that include "long place names" will produce unpredictable results when used with versions of FHS prior to August 1998.

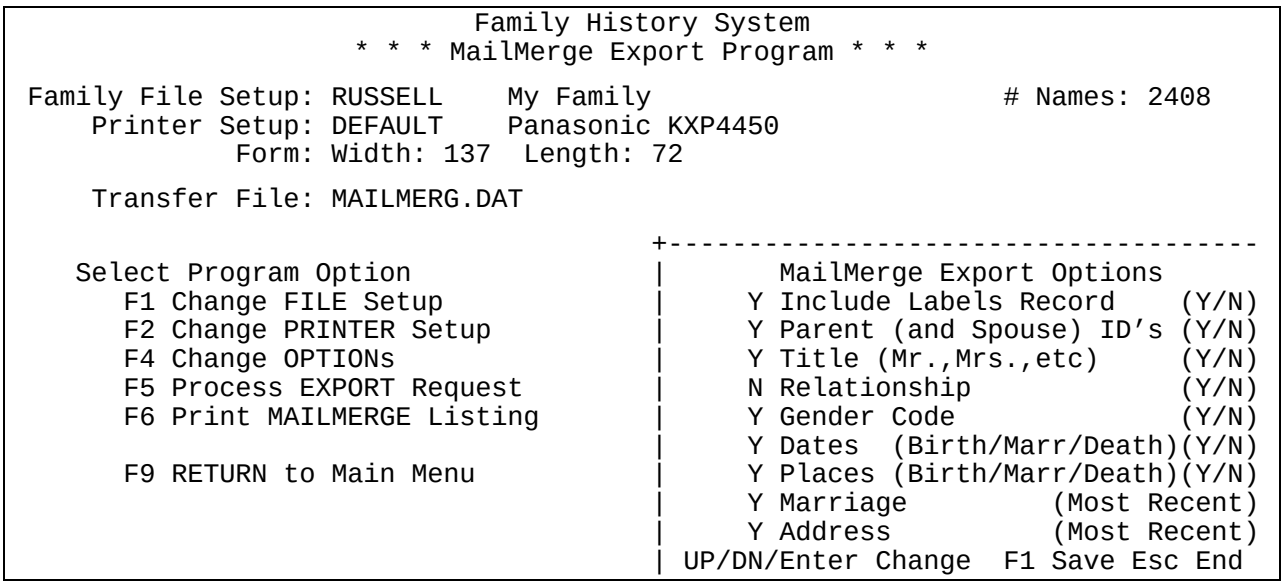
IX.B (F3-D-2) MAILMERGE Export Program

While GEDCOM datasets provide a means for exporting family file information into an ASCII (standard text) file for processing by other programs, it is not a suitable format for transferring information into "conventional" database programs (those which were not designed primarily for genealogical information). A more common type of ASCII file that *is* acceptable for processing by most database and word processing programs is one in which each record of the file consists of the same fixed number of data fields. Each (non-numeric) data field is enclosed in quotes and is separated from the next field by a comma. That is, the records are in the form:

"aaaaa",1234,"bbbbb","cccccc",...,432,"dddddd"

This is called a "quote and comma delimited ASCII file" by some and a MailMerge format file by others. (The term "MailMerge" comes from the use of this type file to supply address information for printing form letters... the addresses are "merged" into the letters for mass "Mail"ing) Of course you cannot export *all* of your information into a file of this type because the "flat file" structure of the MailMerge file (a single type record with a fixed number of data fields) is not suitable for exporting the complex, variable size, "logical" records in an FHS family file.

Main Menu selection F3-D-2 allows you to create MailMerge format files containing selected types of information from your family file. When you choose this option the screen is cleared and reformatted with the display at the top of the next page.



View 3: MailMerge Export Program

The format of this display is similar to that of other report and utility programs in the Family History System. The lines below the screen's title show information about the current Family File and Printer setups. Below those is a line showing the current "default" name for the TRANSFER dataset that would receive the exported information. The dataset will be placed on the Drive and in the sub-Directory of the TRANSFER File Group (see Chapter VI).

The viewing area in the lower right corner of the screen shows some of the options controlling the export procedure. The types of information that may be included in the MailMerge file include the personal items of Name, Birth/Marriage/Death dates and places and most recent address. These are the items that you might want to use in a database program for maintaining birthday, anniversary or address information. This is also the type information that would be suitable for printing form letters or address labels.

You are also given the option of combining the entries for a husband and wife if both of them have been selected for export. In this case the "Title" for the husband's entry in the MailMerge file will be "Mr. & Mrs." and there will be separate fields in the record for the given names of the husband and wife (and for the birth/death dates and places of each if that information is chosen for export). The wife's entry in the MailMerge file will be eliminated (unless her "Surname USE" field has a value of "Y"... i.e. she is marked as always using her own surname).

Program option F4 allows you to make changes to the export option settings. The portion of the RPTOPTS System Table showing the section for MailMerge Export Options appears below.

-MM-	-	-- MailMerge Export Options --
MM00	N	Include Labels Record (Y/N)
MM01	Y	Parent (and Spouse) ID's (Y/N)
MM02	Y	Marriage (Most Recent)
MM03	Y	Dates (Birth/Marr/Death)(Y/N)
MM04	Y	Places (Birth/Marr/Death)(Y/N)
MM05	Y	Address (Most Recent)
MM06	Y	Use Husband's Surname (Y/N)
MM07	Y	Combine Husband & Wife (Y/N)
MM08	Y	Gender Code (Y/N)
MM09	N	Relationship (Y/N)
MM10	N	Quotes for Blank Fields (Y/N)
MM11	Y	Title (Mr.,Mrs.,etc) (Y/N)

The next few paragraphs provide descriptions for some of these options.

- *Include Labels Record (Y/N)* - This option controls the creation of a record (the first record in the MailMerge file) containing a descriptive label for each of the data items. The labels that are used for the data items are taken from the MAILMERG System Table (use Main Menu option F3-B-F4-1 to view the System Tables). Some database and word processing programs will use the entries in the first record of the file as labels or "column headings" for the information in the records (rows) that follow it
- *Parent (and Spouse) ID's (Y/N)* - The ID number for the (main) subject of the record will always be included as one of the exported items. If this option is set to "Y" then data items will be included for the mother and father ID numbers as well. If, in addition, Marriage information is to be exported, or husband and wife records are being combined, then the (Most Recent) spouse ID will be included as a data item
- *Marriage (Most Recent) (Y/N)* - If you request that Marriage information (Date, Place, Spouse ID) be included in the MailMerge file, it will be taken from the "most recent" marriage, based upon the marriage date in the record
- *Address (Most Recent) (Y/N)* - If you request that address information be included in the MailMerge file, it will be taken from the "most recent" address record found either under the individual's name record or under the most recent marriage record
- *Combine Husband & Wife (Y/N)* - This option can do two things... reduce the number of records in the MailMerge file and bring together information about a husband and wife as a "family unit", which may be more appropriate for things like printing mailing labels. A husband and wife will be placed in a "combined" record only if they are currently married, both husband and wife have been selected for export, and the wife has *not* been identified as always using her own surname (that is, the "Surname Use" field in her name record does not have the value "Y"). In the combined record, the husband will be the "main subject" of the record and the wife will be the "spouse". Only the husband's surname will appear in the record but both Given Names will be there. If you have chosen to include Titles in the record, the title will be "Mr. & Mrs."
- *Relationship (Y/N)* - To use this option you must have previously created a relationship work file (Ancestor/ Descendant/Relative .WRK file). You will be prompted to enter the name of the work file
- *Quotes for Blank Fields (Y/N)* - This option determines whether a blank field will be represented by two successive double quotes or whether it will be omitted altogether (except for the required comma indicating the position of the field in the record). Some programs do not require the quotes "around" blank fields, others do. The MailMerge file will be smaller if the quotes are omitted
- *Title (Y/N)* - This controls the creation of a field representing the social title for the person (Mr., Miss, Mrs., Ms., Mr. & Mrs.). The title "Ms." would be used for a married woman who is using her own surname ("Surname USE" field in Name record = "Y"). The titles are taken from the values for Report Variables for the MMEX "report" of the Report Definition File. You can use Main Menu option F3-B-F5 to examine and modify the RDF File.

IX.B.1 Creating a MAILMERGE File

Program option F5 is used to begin an Export operation to a MailMerge file. You will first be asked whether you want to:

"Export 1) ALL Records 2) SELECTed Records 3) Relatives"

If you choose to export selected records, you must have previously used another program, such as the system's Search/Select/LIST program (Main Menu option F2-D), to create a "selection table" of ID numbers and save it in a SELECT work file. You will be prompted to supply the name of the SELECT work file. If you choose to export "Relatives", then you must have previously created an Ancestor/Descendant/Relative work file. You will be prompted to supply the name of the relationship work file.

If you are not exporting ALL Records, then you will be asked if you want to:

"Include Current Spouses of Selected Individuals?...(Y/N)"

and if you choose to include the current spouse among the exported records, you will also be asked if the program should:

"Only Add Spouse if Spouse is Still Living?...(Y/N)"

which may be the appropriate thing to do if you are exporting records for a mailing list.

To identify the order in which the records will be exported, you will next be asked to:

"Enter: 1) ID Sequence 2) Indexed Sequence"

Exporting records in Indexed or sorted sequence requires the use of a previously created Index File. The ability to create Index Files is an extended option (Main Menu selection F3-E) provided only to registered users. If you choose Indexed Sequence, you will be prompted for the name of the Index File to use.

The viewing area in the lower right corner of the screen will be cleared and reformatted as shown at right. This will be the area in which export statistics will be shown while the operation is in progress. The "Combined Record" count is the number of records that have both the names of husband and wife in them.

```
Count   Exported Information
        MailMerge File Records
        Combined Records
        Name Records
        Marriage
        Dates  (Birth/Marriage/Death)
        Places (Birth/Marriage/Death)
        Residence Address
```

View 4: MailMerge File Statistics

You will next be prompted to enter the name of the MailMerge dataset that is to receive the information. After that the export begins, as indicated by the increasing counters in the viewing area in the lower right corner of the screen. You can terminate the process prematurely by pressing the ESCape key.

IX.B.2 Producing Listings of MAILMERGE Files

Program option F6 may be used to produce listings of the contents of the MAILMERGE dataset. You may route the output to the screen, for verification of an export procedure, or to the printer. If a record exceeds the length of the report line, it will be continued, indented, on the next line.