

# Getting Started

## 1. Start GenScriber.

The main window is split into several sections.

You can adjust the layout to your liking by dragging the separator bars between the sections.

The main window is split horizontally to separate the image area and the worksheet.

The topleft section has tabs for the **images list, hints and picklists** .  
(Some of these are not displayed until required.)

The 'Images' tab has its own set of buttons.

The bottom section is the data input area. To start adding data to GenScriber you need to open a document.

There are several ways to do this :-

- **Create a new document by specifying column names** .
- **Create a new document from a template**
- **Open a document from a file.**

For more information see below.

**If you are transcribing from images, you also need to open an image.**

## 2. Select the image folder.

Click on the Image Folder button in the Images tag (top left) and select the folder where your register images are stored.

All usable images in the folder will be display in the image file list. Click on any listed image to display it.

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## Create a new document from a template

**1. From the File menu choose 'New Document** (From Template)'.

**2. Select the template to use.**

An empty document will be created from the template you chose.

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## About Templates.

For the user, there is not much to know about templates. Everything is done automatically.

There are two kinds of templates. Predefined and User (temporary).

**Predefined Master Templates** are stored in the templates folder.

These templates are shown in the ' **New Document(from template)** ' menu list, and allow easy reproduction of a worksheet.

A predefined (master) template may be created automatically from the current worksheet, by choosing **'Save Master Template'** from the 'Tools' menu, or you may create it manually, using a text editor.

**User templates** are automatically created and saved to the **'/include/tmp'** folder when the user exits the application. These templates contain any options set for the current template.

When loading files, these templates will be used for any worksheets with the same column layout.

User templates will over-ride some of the options in matching predefined templates.

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## Open a document from a file

**1. From the ' File ' menu choose ' Open Document File '.**

You can also click the ' **Open File** ' button in the worksheet toolbar.

**2** . Locate and select the file(s) to open.

Note: Multiple files can be opened and merged automatically.  
Use CTRL or SHIFT to select multiple files.

File types are allowed to be different, but all merged files must use the same template layout (column titles).

### ***How to select files to merge.***

When in the ' **Open File** ' dialog, hold down the ' **Ctrl** ' or ' **Shift** ' key to select multiple files.  
Files will be opened in the order found on disk.

The name of the first file opened will be used as the filename, with '-new' appended.

The resulting file will be CSV format.

example: **file1.csv + file2.xls + file3.csv = file1-new.csv**

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## Create a new document by specifying column names

**1. From the 'File' menu** choose ' **Create New Document** '

**2. Enter the template name.** This is used as a reference (id). Use only alphanumeric characters, and no spaces. The template name should not refer to the worksheet contents. It should refer to the template type, and column structure. **Example:** **census1841( IRL )**

**3. Enter the column titles.**

Each name(title) must be entered on a separate line. Use only alphanumeric characters. Avoid using spaces. If you make mistakes in the column names, don't worry, you can change them later in the 'Column Options' tab.

**4. Specify if it is a FullText document.**

**5.** When done, **click on 'Save'** , and a new document will be created. After you create a document this way, options will allow you to change the column names and positions. you can also add or delete columns at any time.

**Important note:** Column names(titles) must be unique and they must not contain special characters. The column titles are used as a reference by some functions. Spaces in titles are allowed, but I suggest you do not use them.

The best way to format a title is to use 'medial capitals' in compound words, also known as camel-case.

ie. **FatherSurname** .

or you could multihyphenate.

ie. **This-Is-A-Long-Title** or **This\_Uses\_Underscore**

# The Image Viewer

A register image can be viewed in the top window while data is input in the bottom window. Images may be rotated, zoomed and various filters applied.

## The Image Folder List

The image list is displayed in the Images tab (top left). This is a list of images found in a folder selected by you.

### Selecting the image folder.



Click on the Image Folder icon in the Images toolbar and the folder dialog will open.

This is similar to a file dialog, but **you are only selecting a folder**. All files will be greyed out.

Select the folder where your images are stored, and click 'Open'

All usable images found in the selected folder will be display in the image file list. Left-Click on any listed image to display it.

### Refreshing the image list

If images are added to the image folder while genscriber is running. The image list needs to be refreshed before the images



will be available. Click the refresh icon to refresh the list.

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## Image Zoom

The image may be zoomed via the toolbar or the image menu.



**Image Menu      Toolbar      Action**



**Fit** : Fits image into view area



Show image at original size

**Zoom 10%**    Sets the image zoom level  
**Zoom 20%**    Sets the image zoom level  
**Zoom 30%**    Sets the image zoom level  
**Zoom 40%**    Sets the image zoom level  
**Zoom 50%**    Sets the image zoom level  
**Zoom 60%**    Sets the image zoom level  
**Zoom 70%**    Sets the image zoom level  
**Zoom 80%**    Sets the image zoom level  
**Zoom 90%**    Sets the image zoom level



**Zoom 100%** : (original size)

**Mousewheel**    scrolls image up/down

**CTRL+ mousewheel**    scrolls image left/right

**SHIFT+mousewheel**    zooms image in/out

**SHIFT+CTRL+mousewheel** stretches images.  
Click any of the zoom toolbar button to cancel stretch.

### Setting the default zoom

Changing the zoom level via the top image menu will set a default zoom.  
When a new image is loaded, it will open at the zoom level you last selected.  
The zoom level is retained when the application closes, and is still set when the app is next opened.

Changing the zoom via the icon bar or with the mouse (shift/scroll), does not affect the default zoom level, and when the next image is loaded it will revert back to the default zoom level.

The current and default zoom levels are displayed at the top right of the app.

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## Viewing PDF Images ( >= ver. 2.7 )

Pdf files containing multiple images are supported.

### To list all images

To list all images in the pdf file, RIGHT-CLICK the filename and a popup menu will appear.  
Choose ' **List pdf images** ', to list all images found in the pdf file. These images may be selected as normal images.  
To return to the original image list, RIGHT CLICK the image list and choose ' **Return to Image Folder** '.

### How to view PDF images ( ver. 2.6.9 )

When selecting a PDF file which contains images, the first page is automatically selected and extracted.  
To select a different page in a multiple image pdf file, DOUBLE-CLICK the filename and a popup dialog will appear. Enter the number of the page to display, and that page will be extracted and displayed.

**Pdf files containing a mixture of images and text are not supported** .

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## Viewing images from ZIP files ( >= ver. 2.7 )

ZIP files containing multiple images are supported.  
When selecting a ZIP file which contains images, the first image in the zip is automatically selected and displayed.  
There is an option in '\* / *Tools>Preferences/Import/Export* / '\* to choose the image type (jpeg or png).  
The jpeg is faster loading, but slightly lower quality.

### To list all images

To list all images in the zip file, RIGHT-CLICK the filename and a popup menu will appear.  
Choose ' **List zip images** ', to list all images found in the zip file. These images may be selected as normal images.  
To return to the original image list, RIGHT CLICK the image list and choose ' **Return to Image Folder** '.

### To view a single image

RIGHT-CLICK the filename and a popup menu will appear.  
Choose ' **View single zip image** ' and a pulldown list of images found will appear.  
Choose an image from the list and Click 'Open' to display it.

**Zip files containing a mixture of images and text are not supported** .

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## Image Filters

The Image filters allow changes to contrast, sharpness and colour tint. By default, the image filters are turned off.

To turn image filters on, go to the ' **Image** ' menu and select ' **Show Image Filters** '.

### Using the image filters

Place the mouse cursor over the handle on a slider, and while holding down the left mouse button , drag the slider to the optimal position.

The value will increase to the right and decrease to the left.

On slow computers, there may be a delay in image response to the changes.

The slider positions will remain in position when a new image is selected, but the filters will not be applied to the new image. To re-apply the filter setting to the new image, just left-click once on any slider handle.

To reset the filter options, select ' **Reset Image Filters** ' in the ' **Image** ' menu.

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## Image Marker

### Version 2.4 and higher

#### Image marker option

A red image marker is available. A button in the image toolbar toggles the marker on/off. Extra tools appear on toolbar for adjusting marker size and position. The marker is a visual guide only. It is not connected to the synchronization.



Marker buttons left to right. open/close marker, left, right, up,down, expand vertical, shrink vertical, expand horizontal, shrink horizontal, auto width.

### Using the marker

Click the ' **open marker** ' button and the marker will appear. The toolbar will expand to show the control buttons.

I have found that if the marker is set to the correct height for a line of text, and then the image is dragged into a start position, it will synchronize quite well.

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## Image Synchronization

### Version 2.4 and higher

#### Synchronizing the image with movement in the worksheet.

The option to enable synchronization is in ' **Preferences > Worksheet** '.

Once enabled it can be turned on/off in the ' **edit** ' menu. It will work with or without the marker visible.



When sync is enabled, an extra button is available in the image toolbar.

This button will open the sync editor for synchronizing the horizontal(columns) and vertical(rows) movement.

When using the sync editor, it is recommended to use the marker as a visual aid for positioning the image.

#### Synchronizing columns.

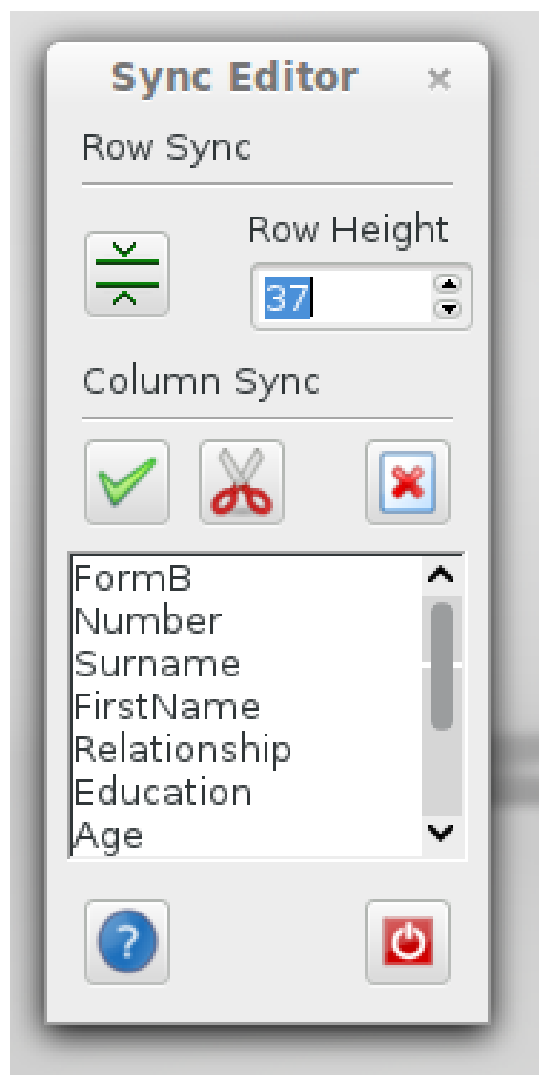
1. Select a column.
2. Drag the image to the horizontal position to move to when you later select the column.
3. Click on the sync button.

It does not matter which order you sync columns, and it does not matter if the image columns are in a different order than the worksheet titles.

The image horizontal position is synchronised with each selected column. So when you are adding data into the worksheet, the image will step forward or backward to match the column you are editing.

**Important:** You must set sync on the first worksheet column. The first column is used later as a reference when setting

the offset. If the first worksheet column does not match any image column, sync it to the leftmost column in the image.



Synchronizes the horizontal position of the image to the currently selected column.

The column name will be added to the list.



Removes synchronization from the current selected column.



Removes synchronization from ALL columns. This button will show/hide the a row height indicator.



This is just a visual indicator of the vertical movement (row height)

The row height is the amount of vertical movement in the image for each row in the worksheet.

### **Synchronising the start row**

After closing the sync editor, the start row needs to be selected. This is to tell GenScriber the vertical position of the first row starts in the image.

1. Select column1 of the row you want to set as the start row. If you are starting a new worksheet this will be the first row. If you are adding to an existing worksheet, I guess it will be the next empty row.
2. Drag the image so that it is in the correct vertical position to match the worksheet row.
3. Right click in any cell in the row and choose 'Sync current row as start'

If you are transcribing a batch of the same type of image. You will need to repeat the above for each image. Your start row will be the next empty row in the worksheet.

### **Horizontal offset.**

When working with batches of images it is usual that they were not centered exact when filmed.

#### **To set the image horizontal offset...**

1. Left-click in column1.
2. Drag the image to the correct horizontal position for column 1.
3. Right-click in column1 and select 'Set column offset'.

GenScriber will add the new offset to the original column sync settings.

If the height is adjusted to minimum the marker becomes a line. Reduce the width to minimum for an upright line.

There is also an option in the image menu (at bottom) for moving the image up as you enter data. It will only work in the worksheet at this time. It will move the image up and down as you move in the worksheet. Increments are the height of the marker.

### **Turning sync off.**

Right-click in the worksheet and select ' **Turn sync OFF** '.

### **Saving sync settings**

Synchronization is automatically saved in the template when you save the worksheet. When the document is next opened it will have retained your sync settings. You will however need to set the start row (see above).

### **Storing sync settings in master templates**

If you create a master template from a worksheet containing synchronization, The current sync settings will be automatically added to the master template.

### **You can also use control keys to move the image when not in sync...**

In Preferences > Global 'Set Image Control Keys' must be enabled.  
This will allow selecting and moving the image.

## **Worksheet Image Sync Options**

1. Full auto image sync vertical and horizontal
2. Inc image vertically manually (CTRL+ENTER)
3. Change to next image (CTRL+ENTER)

### **Ctrl+Enter In Worksheet:**

Option full sync: Move to next row and sync image to current cell.  
Option Inc: Move to next row and move image up (marker height)  
Option New Image: Move to next row and open next image

## **Worksheet Image Sync Options**

1. Full auto image sync vertical and horizontal
2. Inc image vertically manually (CTRL+ENTER)
3. Change to next image (CTRL+ENTER)

**Ctrl+Y** : Synchronise column when using autosync (worksheet only)

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## Shortcut Keys for Image Functions in Worksheet and TextPad

( Active when 'Set Image Control Keys' are enabled in Preferences. )

### **In Tools > Preferences > Global 'Set Image Control Keys' must be enabled.**

This will allow selecting and moving the image with Control Keys.

As of 2.7.2 the control key have changed. There were clashes with the Win10/11 operating system. The new quick keys should work ok now.

In Windows: **Alt+Period** (full stop) toggles the image movement mode.

In Linux: **Alt+Esc** toggles the image movement mode.

In macOS: **Option+Esc** toggles the image movement mode.

There are 3 modes ' *Move Image* ', ' *Move Marker* ', ' *Size Marker* '

**Esc** : Defaults to 'Move Image' mode.

### **In Move Image Mode**

**Alt+Arrow Up** : Move image up height of marker

**Alt+Arrow Down** : Move image down height of marker

**Alt+Arrow Left** : Move image left width of marker

**Alt+Arrow Right** : Move image right width of marker

### **In Move Marker Mode**

**Alt+Arrow Up** : Move marker up

**Alt+Arrow Down** : Move marker down

**Alt+Arrow Left** : Move marker left

**Alt+Arrow Right** : Move marker right

### **In Size Marker Mode**

**Alt+Arrow Up** : Reduce marker height

**Alt+Arrow Down** : Increase marker height

**Alt+Arrow Left** : Decrease marker width

**Alt+Arrow Right** : Increase marker width

### **Textpad Image Sync Options**

*If 'Enable Image Change' is NOT selected In Textpad Preferences*

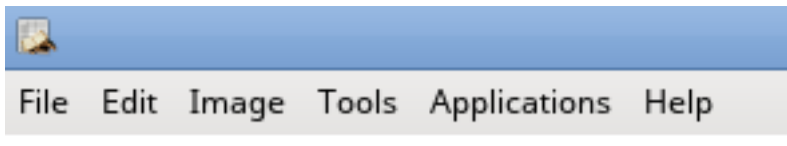
**Ctrl+Enter** : Moves image up percentage of marker (as set in Image menu > Set Image Inc)

*If 'Enable Image Change' IS selected In Textpad Preferences*

**Ctrl+Enter** : Will change the displayed image to the next image in the list rather than incrementing the image.



## Main Menu Bar



The main menu is always at the top of the application.

The sub menus will change to suit either the worksheet or textpad.

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### File Menu

#### **Open Document**

Open or Import an existing document.

#### **Create New Document**

Create a new document by specifying the column titles.

#### **New Document From Template**

Create a new document from a predefined (master) template.

#### **Save**

Save the current document, using the current filename.

#### **Save As**

Save the current document, will ask for a filename.

#### **Export**

Export current worksheet as HTML, BMD, FRG, CEN, GHF and XML, plus a number of other formats may be available, depending on your options.

#### **Choose Image Folder**

Choose a folder of images for the image list.

#### **Quit**

Quit the application

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### Edit Menu

The edit functions are only available when in edit mode.

#### **Copy All**

Copies all data from current worksheet to the clipboard.

#### ***Copy cell contents***

Copy the contents of the current cell to the clipboard.

#### ***Paste to cell***

Paste the contents of the clipboard into the current cell.

#### ***Paste Image Name to cell***

This will paste the name of the currently displayed image into the cell being edited.

#### ***Cut cell contents***

Delete the contents of the current cell.

#### ***Paste, from cell above***

Copy the contents of the cell above, and paste into the current cell

**Get Value from cell above**

Copy and paste the contents of the cell above.

**Find and Replace in current column**

Search the cells of the current column for the 'Find' text and replace with the 'Replace' text.

This only replaces complete cell contents. partial content is not replaced.

Example: If Find = Brown, then Browne would not be replaced.

**View This Link**

Only available when in a cell containing a hyperlink. The hyperlink will be launched in the default application for the media type.

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## Image Menu

The image menu refers to the image area only.

**Choose Image Folder**

Choose the folder where your images are kept.

**Reset Image Filters**

Reset all image filters to zero.

**Show Image Filters**

Toggle image filters ON/OFF

**Negate**

Transform image to negative

**Grayscale**

Transform image to grayscale

**Colour**

Transform image back to colour, from negative or grayscale

**Set Default Zoom**

Sets the default zoom level

**Set Image Inc of Marker**

Set the image increments in percent of the marker height.

This is applied in the TextPad when using the Ctrl keys below are used.

- **Alt+Enter** : Moves to next line in the editor and moves the image up the chosen percentage of the marker height
  - **Alt+CursorUp** : Moves the image up the chosen percentage of the marker height
- <li">

**Alt+CursorDown**

: Moves the image down the chosen percentage of the marker height

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## Tools Menu

**View/Edit Info Headers**

Only available when a GHF, FreeBMD, FreeCEN or FreeREG export option is selected.

**Save Master Template**

Only available if a master template does not already exist for the current document, or 'Template Protection' is disabled.

**Create Conditions Script**

Only available in admin mode 3, (and if a conditions file does not already exist for the current document).

## Preferences

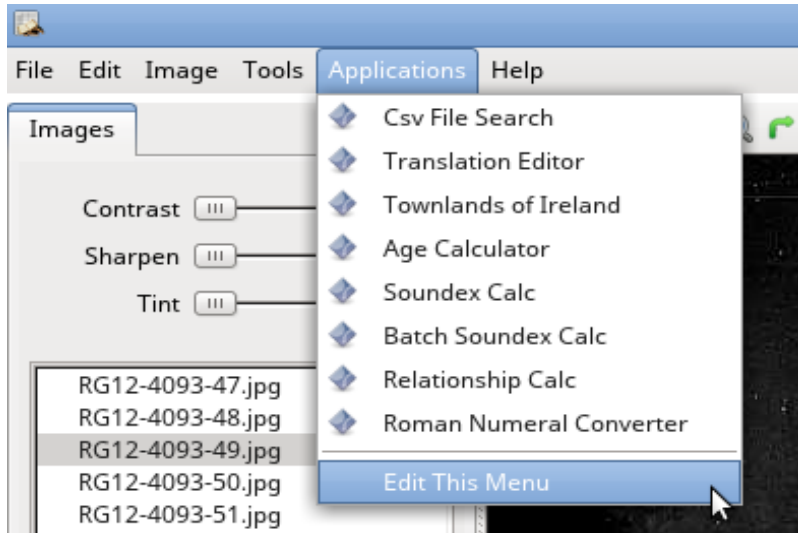
Change application options and preferences. Any changes made will be saved automatically when you close the Preferences dialog.

See [Preferences](#) for more information

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## Applications Menu

The Application Menu allows execution of external applications.

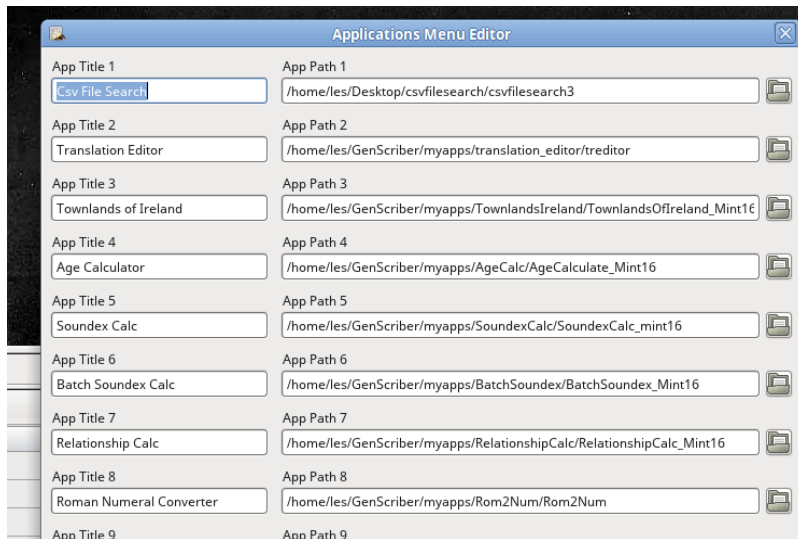


### Editing the menu items

From the 'Applications' menu, choose 'Edit This Menu'.

The menu editor will open.

Add the app title and the app path. Browse to an application using the file button to the right of the app box. Applications in the system path (firefox, gedit etc. will only need the name).



The maximum allowed menu entries is 10.

If an application does not run, check the app name or path you entered.

Application name/paths must be for executable files only. Trying to execute a non-executable file (such as a .pdf) could cause GenScriber to stop responding while it attempts to run the file. If this happens, be patient, GenScriber will time out and continue to run after several seconds.

Note to advanced users...

You can change the 'Applications' menu title if you wish. To change the menu title, you must edit the genscriber.ini, and add the following line...

APP\_MENU\_TITLE = your\_menu\_title

Replace 'your\_menu\_title' with the title you want to use. If this line is not added, the default title is 'Applications'. GenScriber must be restarted if you edit the genscriber.ini.

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## Help Menu

The top item in the Help menu is 'Online Help'. The latest help is always available online. Other helpfiles may be outdated.

All other items in the help menu are dynamic, and the menu items will vary depending on which help files are stored in the 'include/help' folder.

### **Adding you own help files**

Your own help files and instructions can be added to GenScriber very easily.

Any file placed in the 'help' folder will be displayed under the 'Help Menu'.

When one of the help menu entries is selected, GenScriber will attempt to display the selected file using the system default application for that filetype.

The 'help' folder path is 'GenScriber/include/help'.

Usual file types are: PDF, TXT or HTML , but files such as JPG,GIF,PNG may work too.

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## TextPad Area

Textpad is a stable, non-volatile editor. Unlike some wordprocessors, it will not change your text as you type it. Dates and numbers stay exactly as you entered them.

Textpad works much like any other text editor. It saves RTF as default, but it will also open and save plain TXT files. It can be set to be only a plain text editor by disabling all richtext tools in the toolbars. The toolbar options can be set in Tools>Preferences>Textpad.

The textpad and worksheet work independently. The textpad files you edit and save have no connection to the worksheet. You can of course copy/paste data between the worksheet and textpad. Just click the tab to switch between them. The menus and toolbar changes accordingly.

You can set the 'Data Input Type' in Tools>Preferences>Global. It can be either worksheet, textpad or both. By default, genscriber uses both.

**Important note:** Textpad is not vulnerable to any RTF exploits. It does not use Microsoft functions and is not integrated with Windows.

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### TextPad Toolbar



**The Textpad Toolbar** options can be found in Tools>Preferences>TextPad

#### Textpad settings

In the top half of the dialog there are the general Textpad options. These options apply to both richtext and plain text.

#### Toolbar position

The textpad toolbar has only one button size, but it can be repositioned.

If you move the toolbar left or right when Font and Style tools are selected, it looks a bit ugly because of the width of the items.

#### Richtext toolbar options

In the bottom half of the dialog ' **RichText Toolbar Options** ' you can turn on/off various toolbar buttons.

If you prefer plain text instead of richtext, just turn off all the richtext options and genscriber will automatically disable richtext editing.

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### The TextPad Picklist

The textpad picklist is resizable, floating window. It will remember the window size when genscriber closes. The picklist will store phrases to use later. Much like an enhanced clipboard.

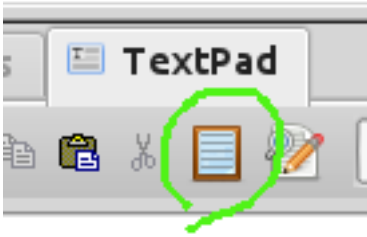
Genscriber will automatically save the current picklist, when you close the picklist or genscriber.

The number of picklists are limited only by available memory.

#### The following functions are available.

- Copy to the picklist from the document.
- Paste from the picklist to the document.
- Insert a new item into the picklist.
- Append an item to the picklist.
- Edit an item in the picklist.
- Delete an item from the picklist.
- Move positions of items up and down the picklist.
- Sorting the list.\

## Opening The PickList



### There are 2 ways to open the picklist in textpad

1. Click the icon in the TextPad menubar



2. Use **SHIFT\_CTRL\_P** keys  
or
3. Choose ' **Picklist** ' from the ' **Edit** ' menu in the main menubar

### To Paste from picklist

Select the cursor position (or text) in textpad and ...  
Click ' **Paste** ' icon on picklist toolbar.



or

Double\_Click item in picklist.

or

' **Right\_Click** ' item in list and choose ' **Paste To Document** ' from the context menu.

### Copy to the picklist

Select text in document and...

' **Right\_Click** ' selected text and choose ' **Copy to picklist** ' from the context menu.

or

' **Right click** ' in picklist and choose ' **Copy from document** '.

or

Click ' **Copy** ' icon on picklist toolbar.



### Insert into the picklist.

Select item in picklist and click 'Insert' icon



or

' **Right click** ' on a picklist item and select ' **Insert** ' from the context menu and the click ' **Edit** ' icon



*Note: The insert will be above the current item.*

### Append an item.

Click the ' **Append** ' icon.



and then click the ' **Edit** ' icon.



### **Edit item in picklist**

Select item and click 'Edit' icon.



or Right click and choose 'Edit'

### **To remove an item from the picklist**

Select item in picklist and click 'Delete' icon on picklist toolbar.



or 'Right Click' item in list and choose 'Delete This Item' from the context menu.

or Select item in picklist and press the 'Del' key

### **To sort the list.**

Click on the top (grey) bar above the list. Each click will rotate through ascending/descending/unsorted.

### **Resizing the cells in the list.**

The height of each cell (row) in the picklist is independently resizable to allow viewing more of the text.

Use the mouse to drag the cell boundary up/down.

The cell sizes will default back when the picklist is reloaded.

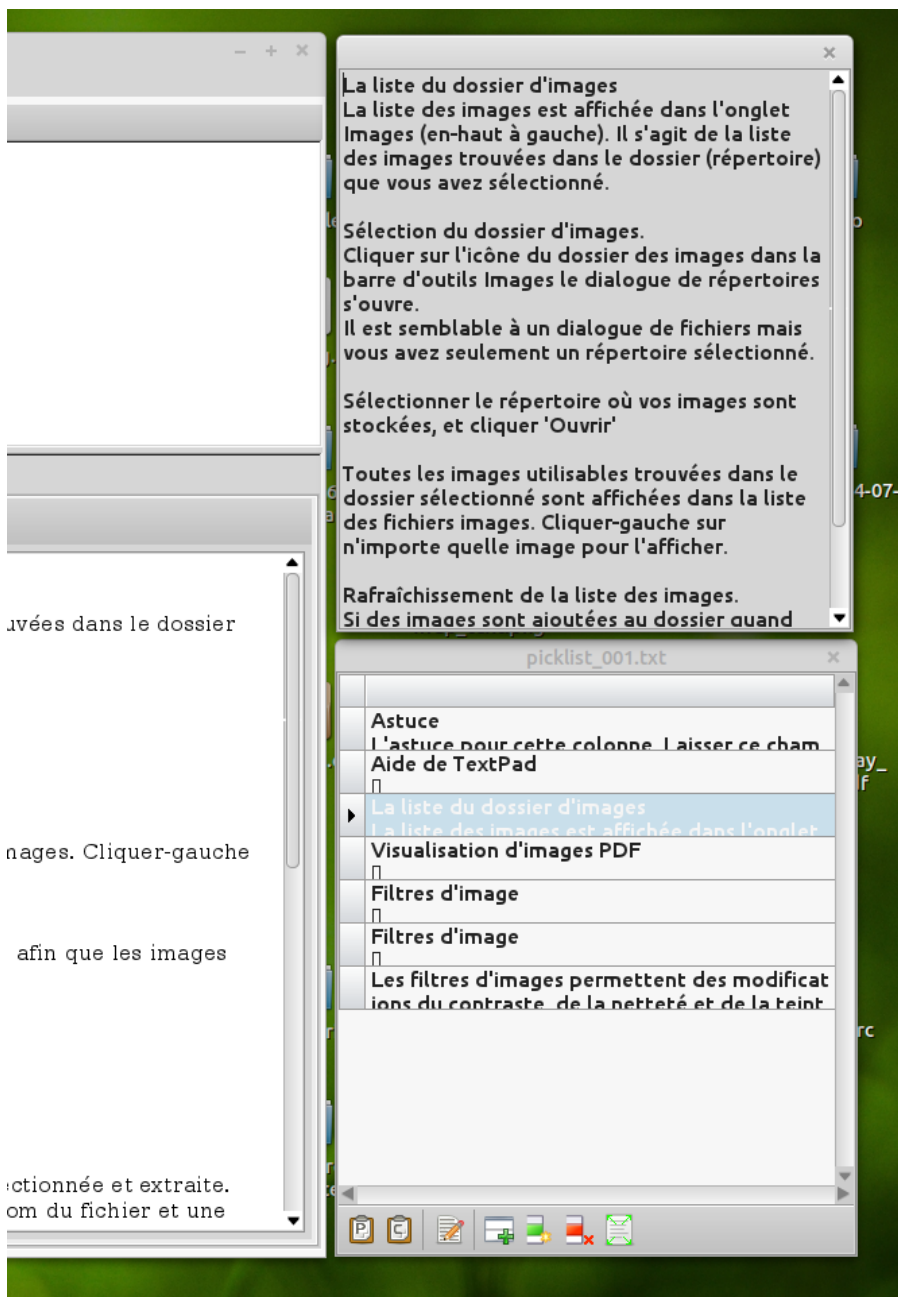
### **Expanded view of cells.**

The contents of each cell in the picklist may be expanded for better viewing.

Click the expand icon in the picklist toolbar and a window will open.



This window will show the content of a cell when you click on the cell.



Clicking on the expand icon again will close the window.

The window is resizable. It may be positioned as you like. When it is closed, genscriber will remember the window position when it opens again.

### Choosing a picklist

Click on the main menu, ' **Edit/Choose Picklist** ' menu.  
All your picklists will be here.

### Creating new picklists.

New picklists may be created on the fly.  
Click on the main menu, ' **Edit/Create New Picklist** ' menu.  
Fill in the name of your new picklist and click Ok.  
An empty list will appear in the ' **Edit/Choose Picklist** ' menu.

Select the list and add items to it.

### Location of the saved picklists.

The picklists are stored in 'genscriber/include/tp\_picklists/.

### The picklist may be edited in a text editor.

**Important:** The each item in the picklist is terminated with a hidden vertical tab character (\v ).  
If you edit a picklist directly. You must use the \ character at the end of each item.  
Genscriber will recognise this character and replace it with the correct hidden char.



The textpad.txt file is the default picklist. If it is deleted, it will be created automatically by genscriber, when you add anything to it.

**Notes about the picklist edit window.**

The editor is resizable plain text editor. It has 2 buttons, ' **Save** ' and ' **Cancel** '. It uses the usual editing keys.

**CTRL+A**    Select all  
**CTRL+C**    Copy selected text  
**CTRL+V**    Paste selected text  
**CTRL+X**    Cut selected text  
**CTRL+Z**    Undo  
**CTRL+SHIFT+Z**    Redo

**PgUp Page**    top  
**PgDn Page**    bottom  
**Home Page**    left  
**End**    page right

**Backspace**    Erase to left  
**Del**    Erase from right

## Worksheet Toolbar



This is the worksheet toolbar. It can be placed top, left, right or bottom of the worksheet.

### Button Actions



**Open File** : Opens a csv file.



**Save File** : Saves the current file



**Add a new row** : Add a new row at the end of the file.



**Insert a row** : Insert a new row at current position



**Delete row** : Delete the current row.



**Jump to top row**



**Jump to first column**



**Jump to last column**



**Jump to last row**



**Fill column** : Fill column with value of cell above.

When filling, if you choose to not overwrite, then only empty cells will be filled.



**Increment** : Increment column cells from cell above.

When incrementing, if you choose to not overwrite, then the increment will stop at the first cell containing data.



### Special Copy

This will copy a single row of data to the clipboard and format it suitable for use in other applications.

**Two formats are available.** List and Tabulated By default List is used.  
To tabulate data, hold down CTRL key when clicking the Copy button.

**How to copy.** The data copied will be from the current cell to the end of the row. Or from the start of the row to the current cell, if the SHIFT key is held down when clicking the Copy button.

#### **Example to copy as List**

1. place the cursor in the row you want to copy, in the column you want to start copying from.
  2. Click the Copy button.
- The row is copied and formatted from the current column to the last column.

#### **Example formatted as List**

FirstName: John  
Surname: Hunt  
BuriedBy: Joshua Brookes Chaplain  
Relationship: son  
MotherFirst: Mary  
MotherSurname: Hunt  
Source: LDS Film 2356998  
Parish: Manchester  
Church: Cathedral  
Register: Burials 1792-1800

#### **How to copy as Tabulated**

1. place the cursor in the row you want to copy, in the column you want to start copying from.
2. Hold down CTRL and Click the Copy button.

The row is copied and formatted from the current column to the last column.

To copy Tabulated and from first column to current column, Hold down CTRL and SHIFT when clicking the Copy button.

#### **Example formatted as Tabulated**

First,Surname,BuriedBy,Relationship,MotherFirst,MotherSurname  
John,Hunt,Joshua Brookes Chaplain,son,Mary,Hunt



#### **Special Paste**



#### **Lock/Unlock Data**

Lock or unlock the worksheet edit mode. Prevents accidental editing when viewing data.



**Find and Replace:** Open Find & Replace dialog. Do not confuse this with the Search Filter at the bottom right of the worksheet



**Help:** Show help

## Worksheet Area

### Find and Replace

#### Find and Replace in a column

Do not confuse this with the 'Search Filter'. There is no connection.

Find and Replace can find and append, prepend or replace text in a selected column.

**To open the find and replace dialog** press **Ctrl+F**  
or Choose ' **Find and Replace** ' from the edit menu.

#### *Using the Find and Replace dialog*

##### 1. Choose a search method.

Search methods.

EXACT MATCH: Search criteria must match the entire cell contents exactly.

BEGINS WITH: Search criteria must match the beginning of cell contents.

CONTAINS: Search criteria can be anywhere in the cell.

REGEX: Search criteria regex patterns should be grouped using brackets (). The 'replace' text groups should match the regex pattern.

##### 2. Choose a Replace method.

Replace Methods.

REPLACE with: Replaces any match found with the 'replace text'

APPEND with: Appends any match found with the 'replace text'

PREPEND with: Prepends any match found with the 'replace text'

##### 3. Choose a column to search.

##### 4. In the Search' field

Enter the search criteria.

##### 5. In the Replace field

Enter the text to replace, append or prepend here.

##### 6. Click 'Find/Replace'

When a search method of 'BEGINS WITH' or 'EXACT MATCH' is selected, any replaced, appended or prepended text is applied to the entire cell contents.

The search method 'CONTAINS' will replace only the found text. Append/Prepend is applied to the found text and then inserted into the cell contents.

Example for 'APPEND' using 'CONTAINS'

Search for ' **ABC** ' and Append with ' **DEF** '

If cell contains: ' **ABCGH** ' then result = ' **ABCDEF GH** '.

Note: When using 'BEGINS WITH' or 'EXACT MATCH', you can use a \* to 'APPEND' or 'PREPEND' all cells.

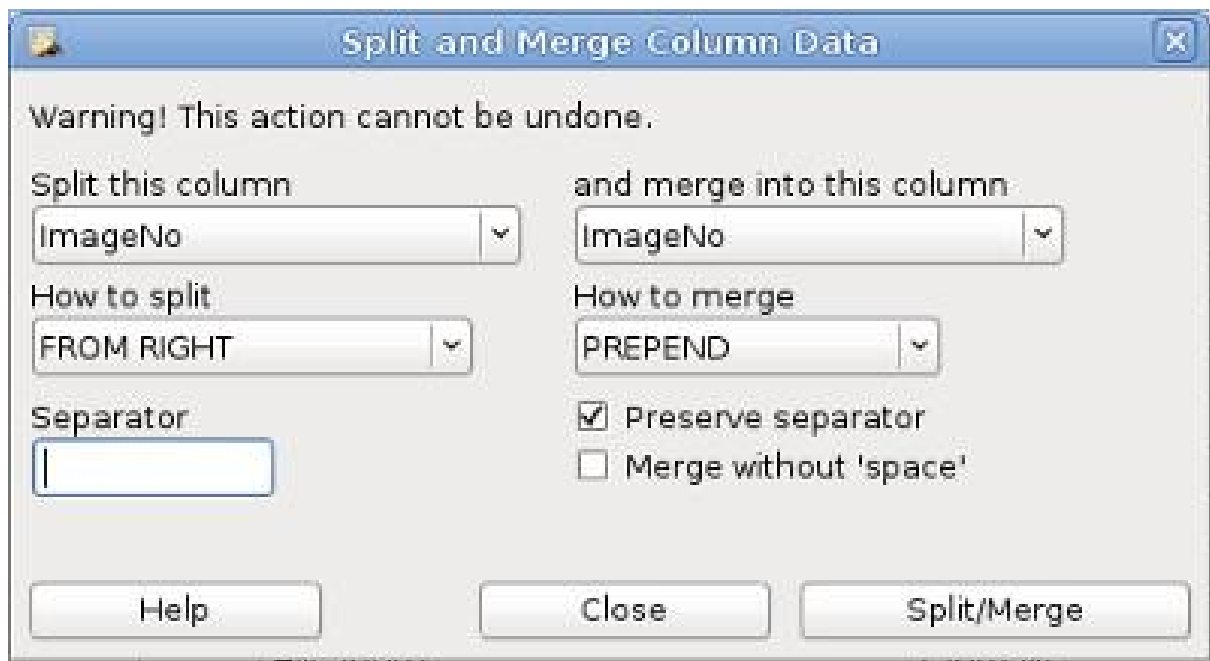
The 'replace text' will then be added to contents of ALL cells in the chosen column.

---

### Split and Merge

#### Split and Merge Column Data

**This action cannot be undone after it has been confirmed**



#### How it works

Split and Merge will make a single split in a columns contents and merge the data from the split into another column. By default a 'space' character is used as the split criteria.

Note: The split is applied down the complete column contents. There is no option to split a single cell.

#### When choosing how to split

**FROM RIGHT** : This will split at the first matching separator from the right of cell contents.

**FROM LEFT** : Split at the first matching separator from the left of cell contents.

**ALL** : This will take all the cell contents.

**REVERSE** : This will split and reverse the cell contents, and then write the result back into the originating cell.

The split is always at the first matching separator.

Example: Split from right, using 'space' with an empty merge cell, Split cell contents = **Mary Jane Thomson**

Results: Split cell= **Mary Jane** , Merge cell = **Thomson** .

#### When choosing how to merge

**PREPEND** : Merge to beginning of cell contents.

**APPEND** : Merge to end of cell contents.

The separator character is normally preserved during the split. Unselect ' **Preserve separator** ' to remove the separator. This option effects the split cell and the merge cell.

A space is added during the merge. To remove the 'space', select ' **Merge without space** '.

#### How to open the split and merge dialog

Choose 'Split and Merge' from the edit menu, or right-click in a cell when in edit mode and choose from the popup menu.

The Split/Merge dialog will disable non related options when selections are made. For example:- When choosing 'REVERSE' the merge options will be disabled.

#### The Split and Merge dialog

##### 1. Choose a column to split.

The cell contents are split at the first matching separator found in the cell contents.

Example:-

Split cell contains: Mary Jane Thomson

Split on 'space' (from right) and merge into empty cell)

Split results: Split cell= Mary Jane, Merge cell = Thomson.

##### 2. Choose a column to merge into

The merge column can be any column in the worksheet

##### 3. Choose how to split

FROM RIGHT: Split from the right of cell contents.

FROM LEFT: Split from the left of cell contents.

ALL: This will take all the cell contents.

REVERSE: This will split and reverse the cell contents, and then write the result back into the originating cell.

#### 4. Choose how to merge.

PREPEND: Merge to beginning of cell contents.

APPEND: Merge to end of cell contents.

#### 5. In the 'Separator' field

Enter the split criteria. Just leave empty to use the default separator (space).

#### 6. Preserve separator

The separator character is normally preserved in the cell contents after the split.

Unselect this if you want to remove the separator character during the split.

This option effects the split cell and the merge cell.

#### 7. Merge without 'space'

A space is normally added between the merged text and the cell contents.

Select this only if you do not want a space when merging. This selection effects only the merge cell.

#### 8. Click 'Split/Merge'

When a Split/Merge is applied, a confirmation dialog will appear. Check that the split was successful

BEFORE you confirm. If you answer 'Yes' it cannot be undone. If you answer 'No', the column data will be restored to the way it was before the split.

---

## The Search Filter

Do not confuse this with 'Find and Replace'. There is no connection .

#### Opening the search box

Look at the bottom right corner below the worksheet. You will see a button with a magnifying glass and arrows. Click it and a search box appears.

#### Closing search

To the left of the search box is a button with arrows. Click this to close the search box and cancel all filtering.

#### How to search

To search anywhere in the worksheet, just type in the criteria and press 'Enter' or click the button to the right of the search box.

The search is not case sensitive.

The search will look for the search criteria anywhere in a cell.

For example: 'Rob' will match Robins,Robinson,Roberts etc.

Any records that match the search criteria will be shown. All other records will be hidden. Don't panic. All your records are still there, you just can't see them.

#### Searching in a specific column

You can specify the column(s) you want to search.

To specify a column, use ' **column\_name==criteria** '.

**Notice that double equals are used ( == ).**

Example: **Surname==hardy** will return only records where ' **hardy** ' was found in the ' **Surname** ' column.

Multiple column can be specified by seperating the criteria with commas.

Example: **FirstName==john** , **Surname==hardy**

This will search for any records that have 'John' in the 'FirstName' column **AND** 'Hardy' in the 'Surname' column.

---

## Notes in hyperlink columns

Notes can be attached to any hyperlink column.

A link to the note is automatically added to the cell. The link may be activated whilst editing a cell to allow viewing and modifying the note.

Notes found in columns to be used as NOTE or SOUR in gedcom file export will be embedded into the gedcom, and are not required when transferring the gedcom.

In all other cases the notes (txt files) need to be available to the worksheet.

### Note Editor

The note editor is a simple plain text editor. The note files should always be saved with a .txt extent.

<b>Special Key Actions in note editor</b>	<b>CTRL+A</b>	Select all
<b>CTRL+C</b>	Copy selected text	
<b>CTRL+V</b>	Paste selected text	
<b>CTRL+X</b>	Cut selected text	
<b>CTRL+Z</b>	Undo	
<b>CTRL+SHIFT+Z</b>	Redo	
<b>PgUp</b>	Page top	
<b>PgDn</b>	Page bottom	
<b>Home</b>	Page left	
<b>End</b>	Page right	
<b>Backspace</b>	Erase to left	
<b>Del</b>	Erase from right	

---

## Multiple hyperlinks in a single cell

If you have a need to link back to multiple images, it is possible to have any number of hyperlinks in a single cell.

### How to put multiple Hyperlinks in a single cell.

This function uses a base path with a hash ( # ) place holder, and then a list to be used as links. Separate everything with commas. Each link will consist of the text before the # , and the '#' will be replaced by each item in the comma separated list.

**Examples...** If you add a hyperlink to the cell containing **.images/myImage#.jpg,1,2,3** it will export as **3** separate links ( **1 2 3** )  
The links will go to **.images/myImage1.jpg** , **.images/myImage2.jpg** and **.images/myImage3.jpg**

If you add a hyperlink cell containing **http://www.myweburl.com/#, image.jpg, file.pdf, webpage.html** it will export as **3** separate links with names **image.jpg** , **file.pdf** and **webpage.html**

These links will go to

**http://www.myweburl.com/myweburl.com/image.jpg**  
**http://www.myweburl.com/myweburl.com/file.pdf**  
**http://www.myweburl.com/myweburl.com/webpage.html**

If the urls are all different, do it this way...

**http://www.#,firstwebsite.com/image.jpg,secondwebsite.com/image.jpg**

The result is 2 links...

**http://www.firstwebsite.com/image.jpg**  
**http://www.secondwebsite.com/image.jpg**

---

## Predefined Picklists

## The PickList Files

The picklists are just text files, one item per line. They are stored in the ' **GenScriber/include/picklists** ' folder.

Picklists must have a '.txt' extent, and must be pure ascii text. (Use **notepad++** to create them)  
Give the lists meaningful names. They will be used in a dropdown selection later.

*Note: Whenever the picklist files are changed, GenScriber must be restarted to show the changes in the dropdown lists.*

### Adding predefined picklists

1. Copy your predefined picklist files into the folder 'GenScriber/include/picklists'
2. Start GenScriber ( if it was already running, then restart )
3. All picklists will now be available in the ' **Worksheet Options** ' as a dropdown list in the ' **FixedList** ' column.

The ' **FixedList** ' column only shows when a worksheet does not have an associated master template, or if you over-ride template protection.

If you turn off ' **Template Protection** ' in ' **Preferences** ', GenScriber will allow you to make any changes you like to all templates.

If you want to hide the 'FixedList' column, then you need to edit the master template manually, and change 'PICKLISTDROP=1' to 'PICKLISTDROP=0' in the template header.

If you want to use different predefined lists in another template, using the same column layout, you need to make the template unique.

You can do this, and still show the same column titles to transcribers.

See [Adding a unique ID to a column](#) .

Note: when you select a ' **FixedList** ', you must also set the ' **Picklist** ' option to ' **Yes** '.

### Keep picklists to a reasonable size.

Remember, not everyone has this months power processor.

Large picklists will slow down GenScriber, and on older computers, it may even become unusable.

### What is a reasonable size?

Good question. The first thing to consider, is how many picklist are you using? All lists are held in memory, so the total number of items has to be taken into account.

Keep in mind also, that the user may turn on Predict and AutoComplete for the cell. This draws a lot of processing power on large lists.

I would say from my experience, That on a PC with 3GB ram, a total of 12000 items would be a maximum. Provided that there are less than 3000 items in a single list.

On less powerful systems this would reduce considerably.

I would suggest, try keeping each list below 1000 items, and only use when really necessary.

---

## Comma and Quote Replacement

By default, commas and quotes are allowed in data cells.

The use of commas and quotes can be prevented, or replaced by another character.

This option is set in ' **Preferences** ' (or by editing the genscriber.ini file manually).

### Changing in Preferences.

1. Select **Tools > Preferences** from the main menu.
2. Select the ' **Worksheet** ' tab.
3. Choose the required actions in the ' **Replace Commas** ' and ' **Replace Quotes** ' options.

Options are automatically save when you close preferences.

---



## Editing the genscriber.ini file manually.

**COMMA=0** comma will be removed.

**COMMA=1** commas are allowed.

**COMMA=** # replace comma with the ascii character code #.

The # value may be any ascii code 32 to 126.

Example: **COMMA=59** (59 is the semicolon).

Example: **COMMA=32** (32 is a space).

Note: Default value is 1. (allow commas)

**IMPORTANT: Do not use any of the microsoft editors to edit the genscriber.ini file. That includes Notepad.**

There are several free text editors available that will not corrupt documents. Get One.

**QUOTE=0** double quote will be removed.

**QUOTE=1** double quote is allowed.

**QUOTE=** # replace double quote with the ascii character code #.

The # value may be any ascii code 32 to 126.

Example: **QUOTE=39** (39 is the single quote).

Note: Default value is 1. (allow quotes)

---

## Special Key Combinations

**CursorLeft** Move left 1 cell

**CursorRight** Move right 1 cell

### **Note:-**

*The above keys change with the navigate option. If in edit mode, and the left/right cursor keys are **not** set to navigate, the cursor will move inside the cell being edited.*

**CursorUp** Move up 1 cell

**CursorDown** Move down 1 cell

**Ctrl** + **CursorUp** Move selected row up.

**Ctrl** + **CursorDown** Move selected row down.

**Home** Jump to first column, current row.

**End** Jump to last column, current row.

**Ctrl** + **Home** Jump to first column, first row.

**Ctrl** + **End** Jump to last column, last row.

**PageUp** Jump up visible page (if 10 rows visible, jumps 10 rows)

**PageDown** Jump down visible page

**Ctrl** + **PageUp** Jump to top row, current column.

**Ctrl** + **PageDown** Jump to bottom row, current column.

**Ctrl** + **H** Hide current column.

**Ctrl** + **F** Find and replace in current column.

**Ctrl** + **R** Repeat value of cell above, paste into current cell.

**Ctrl** + **+** Add new row.

**Ctrl** + **C** Copy selected text to clipboard.

**Ctrl** + **V** Paste clipboard to current cell.

**Ctrl** + **X** Cut selected text and copy to clipboard.

**Ctrl** + **Z** Undo last action in current cell.

**Ctrl** + **S** Save current data file.

**When Picklist is active, and an item is selected:-**

**Ctrl + K** Add picklist item to current cell.

**Ctrl + D** Delete selected picklist item.

**Esc** Cancels edit mode.

**Ctrl + Enter** Start new line.

When entering data in the worksheet, you can start a new row before reaching the end of the current row, by pressing '**CTRL + ENTER**'. This will return to the start position, on a new row. The default start position is column 1, but it may be set to any other column.

**To set the start column.**

When in edit, and in the column you wish to set as start, press '**CTRL + >**'. This will set the current column as the start position. Now when you're entering data, you can press '**CTRL + ENTER**', and you will be returned to this column, on a new row.

To cancel the start column press '**CTRL + <**'. This will return the start column to 1.

---

## Sorting

**Standard Sorting**

This allows multi column sorting of rows. Sorting is as simple as clicking on the column header.

GenScriber does not have the sorting problems associated with spreadsheets. It will never destroy your data. The rows cannot be broken by sorting, and it is easy to return to the original order.

To sort dates, see 'Special Sorting'.

**Sorting is disabled by default.**

To activate sorting, select '**Allow Sorting**' in '**Tools>Preferences>Worksheet**'.

**Sort by any column**

To sort a column, click on a column title. Each click will toggle between ascending, descending, and then back to unsorted. A small arrow in the title will indicate this.

**Sort by several columns**

The multisort will allow you to sort by more than one column.

To multisort. First click a column header to sort it, then hold down the CTRL key and click on another column header.

To return all columns to unsorted, release the CTRL key and click a column title until the column is returned to unsorted.

**Special Sorting**

In addition to the standard sorting, there are a few special sorts. These are in the **right-click** and **edit menu**. The sort order is always ascending.

**Sort as date**

This will sort dates.

Because genscriber data is always text, and the dates you enter are always left the way you intended them, the date sort has to do something that no spreadsheet can do. It has to sort the dates as text without knowing which format you used.

**Numerical date formats**

USA and UK numerical formats cannot be mixed. There is no way for genscriber to know if 02/08/1580 is in february or august.

The **UK** date format can be selected in **Tools>Preferences>Html Settings**.

USA  
8/23/1850  
8-23-1850

**OR**

UK  
23/8/1850  
23-8-1850

**Mixed format**

All of the formats below are automatically detected, and sorted. Even when each cell in the column has a different format.

Aug 23 1850  
 23 Aug 1850  
 23 August 1815  
 1850 aug 23  
 1850/08/23  
 Aug/1850  
 ?/aug/1850  
 August  
 About Aug 1850  
 1850

Free text expressions like ' **about mar 1850** ' or ' **1st qtr 1850** ' will be sorted into the correct year, and in some case the correct month, depending on the amount of actual date information provided. However, an expression like ' **first qtr 185?** ' doesn't really stand a chance of being sorted as a date.

---

**Sort backwards by word**

This sorts backwards (right to left), starting with the word on the right of the data.

I find this useful for grouping locations and full names.

Example: 'Sheffield, Yorkshire, UK' would sort 'UK Yorkshire Sheffield' and 'Michael Hardy' would sort 'Hardy Michael'.

The sort order is always ascending.

**Sort by last word**

This sorts by just the last word in the cell data.

Example 'Michael John Hardy' would sort only on 'Hardy'. The sort order is always ascending.

**Sort backwards by char**

This sorts backwards (right to left) by character, starting with the character on the right of the data.

Can be useful in grouping data. The sort order is always ascending.

---

## Special Copy



**Special Copy** : This will copy a single row of data to the clipboard and format it suitable for use in other applications.

**Two formats are available.** List and Tabulated

By default 'List' is used. To tabulate data, hold down CTRL key when clicking the 'Copy' button.

**How to copy.**

The data copied will be from the current cell to the end of the row.

Or from the start of the row to the current cell, if the SHIFT key is held down when clicking the 'Copy' button.

**Example to copy as 'List'**

1. place the cursor in the row you want to copy, in the column you want to start copying from.

2. Click the 'Copy' button.

The row is copied and formatted from the current column to the last column.

**Example formatted as 'List'**

FirstName: John

Surname: Hunt

BuriedBy: Joshua Brookes Chaplain

Relationship: son  
MotherFirst: Mary  
MotherSurname: Hunt  
Source: LDS Film 2356998  
Parish: Manchester  
Church: Cathedral  
Register: Burials 1792-1800

#### How to copy as 'Tabulated'

1. place the cursor in the row you want to copy, in the column you want to start copying from.
2. Hold down CTRL and Click the 'Copy' button.

The row is copied and formatted from the current column to the last column.

To copy 'Tabulated' and from first column to current column, Hold down CTRL and SHIFT when clicking the 'Copy' button.

#### Example formatted as 'Tabulated'

First,Surname,BuriedBy,Relationship,MotherFirst,MotherSurname  
John,Hunt,Joshua Brookes Chaplain,son,Mary,Hunt

---

## Special Paste



The special paste will paste from the clipboard, either a single record formatted as a list, or multiple records formatted as tabulated data. The data can be taken from other applications (another instance of GenScriber, excel, openoffice etc.), or from websites that display formatted records in tables.

' **Smart Paste** ' is on by default when pasting. This can be turned off in the Paste dialog if required.

#### When 'Smart Paste' is ON

The clipboard data must contain column titles in the first row. Column order is not important. Column titles are compared to the existing worksheet, and any columns with matching titles will be pasted into the correct columns. Any remaining columns that do not match will be discarded.

**Example:** If the worksheet columns are titled "Dog, Cat, Mouse" and the paste data titles are "Cat, Mouse, Elephant, Dog", then Elephant will be discarded and Dog,Cat and Mouse will go into the correct columns.

#### Create New Document

There is an option in the Paste dialog to create a new document. The purpose of this is to allow you to start a new document with the correct column titles for the data you have in the clipboard.

When you select 'Create New Document' from the Paste dialogue, the dialog to create a new document will open, and any column titles found in the paste data will be entered for you.






#### When 'Smart Paste is OFF'

Data is pasted 'As Is'. Even if column titles do not match. This is useful for cases where there are no column titles. Be careful with this. It is quite easy to end up with data that is not relevant to the column title.

**Example:** If the worksheet columns are titled "Dog, Cat, Mouse" and the paste data titles are "Cat, Mouse", then the 'Cat' data will go into the 'Dog' column, and 'Mouse' data will go into the 'Cat' column.

# Worksheet Column Options

The Worksheet Column Options are available from the ' **Column Options** ' tab (above the worksheet). Column options are available for all documents.

WorkSheet		Column Options		
<div></div> <div>WorkSheet Column Options</div>				
Column Title	Column Visible	Width		
Surname	Show	100		

## Toolbar buttons



Show/Hide advanced options



Turn template protection on/off



Make all columns visible



Restore default options



Show help for column options

To set a column option ' **double-click** ' the option cell or ' **left-click** ' once and press ' **Enter** '. This will put the option into edit mode.

Column options are applied to the template not the file. The settings will be used for all worksheets which use the same template as the current worksheet.

---

## Column Title

If the current template is a master template, the template protection will turn on automatically. The column titles can only be edited if template protection is turned off. Template protection is always disable for user template.

To turn off template protection:-



Click on the toolbar icon. This will toggle template protection on and off.

To edit the Column title, double-click the title and edit mode will start.  
To Append, Delete or Move a column , right click on the title when NOT in edit mode.

Also, **Ctrl+ up/down** arrow (cursor keys) will move column positions.  
**Important note:**

Column titles **must** be unique, and they **must not** contain special characters. Column titles are used as a reference by some functions.

Spaces in titles are allowed, but I suggest you do not use them.  
The best way to format a title is to use 'medial capitals' in compound words, also known as camel-case. ie. **FatherSurname**.  
You could also multihyphenate ie. **This-Is-A-Long-Title** or **This\_Uses\_Underscore**

---

## Column Width

**Width** : The column width. This is the pixel width **not** character width.

The width of any column may be changed.

Column widths are saved with the user template options, and applied when the file is next loaded.

User setting for column widths will over-ride those of a predefined master template.

Column widths may also be changed by dragging the worksheet column title edges.

---

## Column Visible

Choose **yes**: Column is visible, or **no** : Column is hidden.

Columns may be hidden from view when not needed. Data in hidden columns is not be affected, and all columns are included when saving files.

Note: Column 1 cannot be hidden.

You can show all hidden columns by clicking the 'Show All' button

---

## Advanced Column Options

**Advanced Column Options** are always disabled by default. .

To enable advanced options click the



icon in the column options toolbar.

---

## PickList Option

**no:** Do not use picklist.

**yes:** Create and use picklist.

Any column may have a picklist associated with it. Picklists are lists of previously entered data for a column. As you enter data into a column it is added to the picklist automatically.

The picklist option does not force anything into the data cell. It just sits there and waits for you to use it.

**Double-Click** a picklist item to paste it into the current cell.  
You can also use **Ctrl+K** to do the above.

There is an option to have the picklist predictive, and an extra option to have predictive text in cells. To turn on Predict and Auto-complete in cells, go to preferences.

**Note that 'Predict' and 'Auto-complete' will work only for columns which have the 'Picklist' option selected.**

Predefined picklist may also be added. See 'Predefined Picklists'

---

## AutoCopy

**AutoCopy** copies the value of the cell above when editing.

**no** : No auto copy.

**yes** : Copy the value of the cell above. Do not overwrite existing data.

**yes (overwrite)** : Copy the value of the cell above and overwrite existing data.

It would not make sense use both AutoInc and AutoCopy at the same time. Therefore, AutoInc and AutoCopy settings are parsed in the following order: **AutoInc > AutoCopy**  
So if you set both AutoInc and AutoCopy, the AutoCopy setting will be ignored.

---

## AutoInc

**AutoInc** automatically inserts an increment into the worksheet cells when editing.

**no:** No autoincrement.

**FromCurrent:** From current cell value. Use the current cell value and increment to the bottom row.

**FromTop:** Increment from top row to bottom row (use top row value as start)

---

## AutoImageRef

Automatically copies the name or path of the current image viewed to a cell when leaving the cell (if the cell is empty).

---

## AutoCase

**AutoCase** forces data entry to upper/lower characters as required.

**no** : No autocase.

**SentenceCase(strict)** : First character is uppercase. All other characters are forced to lowercase.

**SentenceCase** : First character is uppercase. All other characters are left as entered.

**TitleCase(strict)** : (camel case) First character of each word is uppercase. All other characters are forced to lowercase.

**TitleCase** : (camel case) First character of each word is uppercase. All other characters are left as entered.

**UpperCase** : Force all uppercase.

**LowerCase** : Force all lowercase.

---

## MaxChars

**MaxChars** Sets the maximum characters allowed for each cell in this column.

Omit the value or enter 0 (zero) to disable the restriction.

The default is empty.

---

## Hints

**Hint:** Add or edit hints for this column. Leave blank for no hint.

Hints are there to give basic instructions about the data input for a particular column. Hints may be part of a predefined master template, or notes entered by the user. Any changes made by the user will over-ride those in a predefined master template.

---

## Fixed List

**FixedList** : Select a predefined picklist

The predefined picklists are just text files, containing a list, one item per line. They are stored in the '**genscriber/include/picklists**' folder.

Picklists must have a '**.txt**' extent, and must be pure ascii text. (Use a text editor i.e. notepad++ (not a wordprocessor) to create them).

Give the lists meaningful file names. The filename will be used in a dropdown selection later.

**Note:** Whenever the picklist source files are changed, GenScriber must be restarted to show the changes in the dropdown lists.

### Adding predefined picklists

**1** . Copy your predefined picklist files into the folder '**GenScriber/include/picklists**'

**2.** Start GenScriber ( *if it was already running, quit and restart it*)

**3.** All picklists will now be available in the '**Worksheet Options**' as a dropdown list in the '**FixedList**' column.

The '**FixedList**' column will be shown to the user, even when a worksheet has an associated master template.

**Note:** when you select a '**FixedList**', you must also set the '**Picklist**' option to '**Yes**'.



---

## Hyperlink Option

**Hyperlink Column Option** : When selected, the data in each cell of the column will be processed as a link to media.

The view link is activated, link will open the media in the default application set for that type of media.

This allows for different types of media in each record of the worksheet.

pdf, images, web images, web pages, doc files and anything else your system can open.

Example: <http://www.genscriber.com/mycensusimage.jpg>

The pal: links used by familysearch.org are automatically expanded to the full url.

For example: If a cell's data is **pal:/MM9.1.1/M568-BTS**, it would be processed as

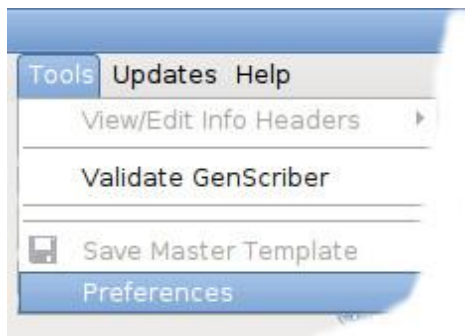
<http://www.familysearch.org/pal:/MM9.1.1/M568-BTS>

### Viewing linked media

There are several ways to view the linked media.

1. Press **CTRL + L** when in a cell. This will work regardless of edit mode.
  2. When in edit mode. From the top menu, select **Edit > View This Link**  
"This Link" refers to the hyperlink in the current cell.
  3. When not in edit mode. **Right-click** on a cell and choose ' **View This Link** ' from the popup menu.
-

# Preferences



The Preferences dialog allows you to change a number of options in GenScriber.

Preferences can be found in the ' **Tools** ' menu.

Any changes you make will be saved automatically when you close the Preferences dialog.

---

## Grid Preferences

### *Grid Layout*

#### **Show Horizontal Grid**

Show the worksheet horizontal grid lines.

#### **Show Vertical Grid**

Show the worksheet vertical grid lines.

#### **Highlight Selected Row**

This will highlight the row you are working on. Useful in worksheets with many columns.

#### **Show Row Number**

Display a fixed left column of row numbers.

#### **Row Height**

Set the height of the worksheet rows.  
Requires a file reload for setting to take effect.

#### **Default Cell Width**

This will set the default cell width when loading worksheets that do not have template settings. It is initially set at 100 pixels.

#### **Grid Colour**

Sets colour of the worksheet grid lines

#### **Background Colour**

Sets the worksheet background colour

### *Font Settings*

#### **Font Colour**

Sets the worksheet text colour

#### **Font Bold**

Sets worksheet text to bold

## Font Size

Sets worksheet text size

---

## Worksheet Preferences

### Scan Column Titles

GenScriber expect the first line of a csv file to be the column title.

If this option is selected, genscriber will scan the first line to try to determine if it has column titles. A preset list of titles is used for recognising column titles.

### Allow Condition Scripts

This will allow a conditions script to run, if one exists.

### Allow Sorting

This allows standard multi column sorting of rows, and special sorting of dates etc.

#### Standard sorting

To sort a column, click on a column title. Each click will toggle between ascending descending and back to unsorted. A small arrow in the title will indicate this.

To multisort. First sort a column, then hold down the CTRL key and click on another column header.

To return all columns to unsorted, release the CTRL key and click the column title until the column as returned to unsorted.

#### Special sorting

To sort dates, right-click in a cell of the column to sort and select the special sort type. 'Sort as Dates', 'Backwards' etc.

### Small toolbar Buttons

Reduces the size of the toolbar buttons.



### Worksheet Toolbar Position

The worksheet toolbar can be placed top, left, right or bottom of the worksheet.

### Predict in Picklist

Attempt to find the contents of current cell in the picklist. This will slow down older computers.

### Auto Complete

When selected, this will auto complete text in the cell as you type. The predictions are taken from the current picklist.

**Note:** Space or Backspace will cancel the currently predicted text.

### Auto Select

Automatically select contents of a cell when the cursor first enters the cell. Default is on.

### Cursor At End

This only applies when 'Auto Select' is off.

### Template Protection

This option can be used to disable template protection.

### Single Click Edit

When selected, 'edit mode' will start every time a cell is entered.

If not selected, 'edit mode' only starts when a cell is clicked twice, or 'Enter/Return' is pressed while in a cell. **This is not a double-click**, but simply a second click in the current cell. Pressing 'Esc' will exit edit mode.

### Confirm Overwrite when incrementing

Warn when using Fill and Inc, and ask to overwrite existing data.

default is on.

### **Replace Commas**

Select a replacement for commas, if you don't want to allow them in your data.  
You can select to allow, remove or replace commas with another character.

### **Replace Quotes**

Select a replacement for double-quotes, if you don't want to allow them in your data.  
You can select to allow, remove or replace double-quotes with another character.

### **Auto detect hyperlinks**

Select this if you want to set the column hyperlink option automatically.  
The detection is activated when you attempt to view a link or export html.  
Ambiguous paths are not recognised as links.

### **Prefix ambiguous file paths**

If this option is selected, and the column is set as hyperlink, then genscriber will attempt to fix ambiguous file paths.  
For example, myimage.jpg and C:/My Images/myimage.jpg may not be handle correctly by your browser.

This option will add file: *to the beginning. i.e. file:* C:/My Images/myimage.jpg

### **Version 2.4 and higher**

#### **Charmap Button**

Shows a button to open the system character map utility.

#### **Strikeout Button**

Show the strikeout/strikethrough button in the toolbar

#### **CopyDown Button**

Show the Copy Down button in the toolbar

#### **IncDown Button**

Show the Inc Down button in the toolbar

#### **Enable Image Sync**

Shows a button for opening the image sync editor.

---

## **Import-Export Preferences**

### **Export Xml**

This is a raw xml format.

### **Export FreeBMD**

Allow export to the FreeBMD 'flat file' info header format.  
This will be turned on automatically if a bmd file is opened.

### **Export GHF**

Allow export to GHF files.  
This will be turned on automatically if a ghf file is opened.

### **Export FreeREG**

Allow export to the FreeREG info header format.  
This will be turned on automatically if a frg file is opened.

### **Export FreeCEN**

Allow export to the FreeCEN file' info header format.

### **Export with uno**

Uno is a utility available in LibreOffice and OpenOffice. It allows us to Import/Export several spreadsheet formats.  
GenScriber makes use of uno to import and export extra file formats, including ods and xls.

### **Show offsets when importing familysearch.org results**

Each search results file downloaded from familysearch.org contains an offset. This is used to

identify the file in the set. This offset can be inserted into the top of the imported file.

---

## Html Export

The html export is very useful for providing someone an easily readable version of your worksheet.

The worksheet will be exported to one or more linked html files. A folder will be created during the export process.

When exporting to html, each file will contain a maximum number of rows as per the setting of 'Html Rows Per Page'.

Each html file created will contain links to all other pages created from the worksheet.

Each link will be the number of the html file (page).

### **Html Rows Per Page**

How many rows per page when exporting a worksheet to html.

The default is 200.

### **Set fixed widths**

Sets fixed table and column widths when exporting html.

### **Set nowrap in**

Stops text wrapping in cells when exporting html.

### **Use external css file**

Exported html files use an external css file. Useful if you want to change the styles.

Note: The nowrap option above is not applied when using external css. You can set it in the css file.

### **Add table sort**

Option to add scripts to sort the table data.

### **Use UK (dd/mm/yy) format for shortdate**

By default the table sorter uses mm/dd/yy for shortdate. Selecting this option will force the use of dd/mm/yy date format

### **Add a WebPage Heading**

Select this if you want to add navigation etc at the top of the webpage. The html you add here will be displayed in a div above the data tables.

### **Add a WebPage Footer**

Select this if you want to add a footer to the webpage. The html you add here will be displayed in a div below the data tables.

Both header and footer html will be added to every page created on export.

---

## TextPad Preferences

The textpad specific options are mostly visual, and just show or hide buttons on the toolbar.

### **Enable File Tools**

Show the Open, New and Save buttons.

### **Enable Search Tools**

Show the search tool button

### **Enable Undo/Redo**

Show the Undo/redo buttons

### **Enable Copy/Paste Tools**

Show the Copy, Paste, Cut tool buttons

### **Show Hidden Chars**

Show the special characters, such as newline etc.

### **No Page Breaks**

Remove hidden page breaks from text.

### **Enable Ruler**

Show the ruler and ruler tools

### **Pdf Export**

Show the pdf export button

### **Html Export**

Show the html export button

### **Print Tools**

Show the print button

### **Toolbar Position**

The textpad toolbar has only one button size, but it can be repositioned.

If you move the toolbar left or right when you have Font and Style tools selected it looks a bit ugly due to the width required by font and style.

### **RichText Toolbar Options**

These options simply turn on and off various buttons used for richtext editing, and should be selected to your own preference.

If you prefer plain text instead of richtext, just turn off all richtext toolbar buttons and genscriber will automatically disable richtext editing. File open and save will default to '.txt'

---

## **Global Settings**

### **Global Preferences**

The settings here affects all of genscriber.

#### **Ctrl+Enter**

##### **In Worksheet:**

Option full sync: Move to next row and sync image to current cell.

Option Inc: Move to next row and move image up (marker height)

Option New Image: Move to next row and open next image

##### **In Notepad:**

Option Inc: Move to next line and move image up (marker height)

Option New Image: Move to next line and open next image

#### **Pdf Viewer** (only available in Linux)

The name of the default pdf viewer. For example, **atril** or **evince** .

This allows a cell to contain a link that will call a page within a pdf file.

#### **Pdf Page Switch** (only available in Linux)

The switch (command) used by the pdf viewer to select a page when launched.

For example, **atril** uses ' **-p** '

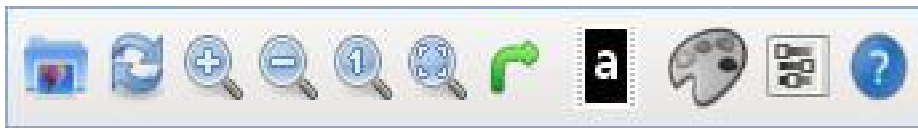
#### **Tooltip Delay**

sets the delay before tooltips are displayed.

A setting of '0' (zero) will disable tooltips.

#### **Small Image Toolbar Buttons**

Reduces the size of the image toolbar buttons.



### **Image Toolbar Position**

The image toolbar is always to the left of the image, but can be placed top, left, right or bottom of the image file list.

### **Character Set**

This will allow you to choose the character set for your system.

GenScriber uses the UTF-8 character set internally, and is able to display many different languages correctly. Windows is deficient in this, and still uses the old code pages.

The purpose of choosing a character set is to tell GenScriber which character set your Windows system is using.

When a file is saved, any extended characters will be converted to the correct code page for Windows. When a file is opened, the file will be converted back to UTF-8.

Linux users will not have this problem. If you use Linux just leave the setting at UTF-8.

### **Set Language**

Select the language you want to use. This option requires a restart of genscriber.

Some languages will require an external language file. See 'Language-Help' for more information.

### **Data Input Type**

This sets the type of input(s) you want to have available. It can be either worksheet, textpad or both. By default, genscriber uses both.

If you set this to just one type, and try to open a file belonging to the type not chosen, then genscriber will attempt to activate both types in order to open the file you selected.

### **Version 2.4 and higher**

#### **Use Alternative Layout**

This selects the side-by-side layout.

It can also be changed during edit with **SHIFT+CTRL\_F12**

### **Image on left**

Set the image on the left. If unselected, image goes to right.

---

## Adding your own help files

Your own help files and instructions can be added to GenScriber very easily. Any file placed in the 'help' folder will be displayed under the 'Help Menu'. The 'help' folder is inside the 'GenScriber/include/' folder.

When one of the help menu entries is selected, GenScriber will attempt to display the selected file using the system default application for that filetype. For example: to view pdf help files, GenScriber will look for your default PDF reader.

Help files are usually PDF, TXT or , but files such as JPG,GIF,PNG may work too.

### Version 2.4 and higher

#### Importing help files.

1. Choose ' **Import Help Files** ' from the help menu.
2. Select the file to import.

The imported file will appear in the help menu.

**Note:** The web pages on genscriber.com have an option to save as PDF. These can be imported.



# Clipboard Filters

## Special Paste Clipboard Filters

In GenScriber version 2.2, external clipboard filters were introduced. There was a need to expand these filters. So, external clipboard filters were introduced.

The purpose of these external filters is to filter and format data that has an unusual layout. For example, the SSDI records from AmericanAncestors.org. There are 2 internal filters. TABLE and RECORD, These filter will format standard table and record formats found on web pages and spreadsheet apps etc.

[DOWNLOAD HERE](#)

---

## Details about each filter and how to use them

### TABLE Filter

The TABLE filter will paste from the clipboard multiple records formatted as tabulated data.

The data can be taken from other applications (i.e. excel, openoffice etc.), or from websites that display formatted records in tables.

' **Smart Paste** ' is on by default when pasting. This can be turned off during pasting if required.

#### When Smart Paste is ON

The clipboard data must contain column titles in the first row.

Column order is not important. Column titles are compared to the existing worksheet, and any columns with matching titles will be used. Other columns will be discarded.

If ' **Create New Document** ' is selected from the Paste dialogue, any column titles found are automatically entered for you.

#### When Smart Paste is OFF

Data is pasted 'As Is'. Even if column titles do not match. This is useful for cases where there are no column titles.

---

### RECORD Filter

The RECORD filter will format a single list style record found on several websites.

#### Example record formatted as a list

**FirstName:** John  
**Surname:** Hunt  
**BuriedBy:** Joshua Brookes Chaplain  
**Relationship:** son  
**MotherFirst:** Mary  
**MotherSurname:** Hunt  
**Source:** LDS Film 2356998

## TABLE\_FreeCEN

The TABLE\_FreeCEN filter will correctly format data from FreeCEN search results.

1. Copy your search results table from the web page. (*including table titles*).  
Copy only the table. Take care not to copy any surrounding webpage items.
  2. Click the ' **Special Paste** ' button.
  3. Choose ' **TABLE\_FreeCEN** ' from the ' **filter type** ' pull down list. The search results should now be correctly formatted in the preview table.
  4. Click 'Paste' to add the records to your worksheet.
- 

## TABLE\_FindMyPast

The TABLE\_FindMyPast filter will correctly format data from FindMyPast search results.

1. Copy your search results table from the web page. (*including table titles*).  
Copy only the table. Take care not to copy any surrounding webpage items.
  2. Click the ' **Special Paste** ' button.
  3. Choose ' **TABLE\_FindMyPast** ' from the ' **filter type** ' pull down list. The search results should now be correctly formatted in the preview table.
  4. Click 'Paste' to add the records to your worksheet.
- 

## SSDI\_LIST\_AmericanAncestors

Filter for SSDI at [americanancestors.org](http://americanancestors.org)

The SSDI search results at americanancestors.org require considerable editing before they can be used in a spreadsheet. This filter will make it easy to copy/paste SSDI data.

1. Copy your search results from the web page. *Be sure to copy only the table data.*
  2. Click the ' **Special Paste** ' button.
  3. Choose ' **SSDI\_LIST\_AmericanAncestors** ' from the ' **filter type** ' pull down list. The search results should now be correctly formatted in the preview table.
  4. Click 'Paste' to add the records to your worksheet.
-

## SSDI\_RECORD\_GenealogyBank

The ' **SSDI\_RECORD\_GenealogyBank** ' filter will format a single list style record found on genealogybank.com Social Security Death Index (SSDI) Death Record results.

1. Copy the record from the web page. Be sure to copy only the record data. (Starting 'Name' ending 'Zip Code'.) Do not copy the big title above the record.
2. Click the ' **Special Paste** ' button.
3. Choose ' **SSDI\_RECORD\_GenealogyBank** ' from the ' **filter type** ' pull down list. The search results should now be correctly formatted in the preview table.
4. Click 'Paste' to add the records to your worksheet.

### Example record from GenealogyBank

Name: John G. Hardy  
State of Issue: Mississippi  
Date of Birth: Monday August 17, 1908  
Date of Death: Friday December 13, 2002  
Est. Age at Death: 94 years, 3 months, 26 days  
Confirmation: Verified  
Last known residence:  
City: Grenada; Dubard; Futheyville; Geeslin Corner; Hardy; Sunnycrest  
County: Grenada  
State: Mississippi  
ZIP Code: 38901  
Latitude: 33.8096  
Longitude: -89.8042  
Location of Last Benefit Paid:  
City: Grenada; Dubard; Futheyville; Geeslin Corner; Hardy; Sunnycrest  
County: Grenada  
State: Mississippi  
ZIP Code: 38901

---

## SSDI\_INDEX\_GenealogyBank

The 'SSDI\_INDEX\_GenealogyBank' filter will correctly format data from [genealogybank.com/gbnk/ssdi/](https://www.genealogybank.com/gbnk/ssdi/) search results.

1. Copy your search results table from the web page. (*including table titles*).  
Copy only the table. Take care not to copy any surrounding webpage items.
2. Click the ' **Special Paste** ' button.
3. Choose ' **SSDI\_INDEX\_GenealogyBank** ' from the ' **filter type** ' pull down list. The search results should now be correctly formatted in the preview table.
4. Click 'Paste' to add the records to your worksheet.

### Example GenealogyBank SSDI index

**John G. Hardy**

Born: 1908 Died: 2002  
State of last residence: Mississippi  
State issued: Mississippi

**Richard Hardy**

Born: 1917 Died: 1984  
State of last residence: Mississippi  
State issued: Mississippi

**Ida V. Hardy**

Born: 1916 Died: 1995  
State of last residence: West Virginia  
State issued: West Virginia

---

## Clipboard Filters How To (developer)

### **Special Paste Clipboard Filters.**

There are two preset internal filters. TABLE and RECORD, These will filter standard table and record formats found on web pages and spreadsheet apps etc.

There was a need to expand these filters without having to rebuild GenScriber every time a new filter was needed. So, in version 2.2, external clipboard filters were introduced.

The purpose of these external filters is to filter and format clipboard data that has been copied from a web page. For example, the SSDI records from AmericanAncestors.org.

When a working filter is selected from within genscriber, the data will be displayed correctly in the preview grid. A wrong filter selection will usually just display nothing.

---

### **Developer Information**

Filters can be programmed in any language capable of creating a command line application that can be called from genscriber.

The external filter application will input the raw data from a file (filter.tmp), filter and format it into a csv format, and set the first row as column titles. The data is then written back to the 'filter.tmp' file.

If the raw data is not suitable for the filter app, the 'filter.tmp' file is saved as empty by the app.

Filter apps are stored in the folder ' **/include/filters/** '.

They may be written in any programming language that can be launched from the command line.

No values are passed to the filter app, and none are returned.

The filenames of the filter apps are used in the 'Special Paste' dropdown filter list, so filenames should be explanatory and must be a reasonable length.

After a filter has run, if the 'filter.tmp' file contains data (> 10 characters), it is assumed that the filtering was successful.

### **The filter app will do the following...**

1. Open and read the raw data from 'filter.tmp'.
2. If data is missing or not suitable for this filter, then save empty 'filter.tmp' and exit.
3. Parse and filter the data as needed.
4. Format as csv (comma separated values, with first row as column titles)
5. Save formatted data to 'filter.tmp' and exit.

## An example vb app

```
Dim sBuf As String
Dim sTempIn As String
Dim sTempOut As String
Dim iFileNum As Integer
Dim sFileName As String
sFileName = "filter.tmp"

'open the 'filter.tmp' file
iFileNum = FreeFile
Open sFileName For Input As iFileNum

' read in the data
Do Until EOF(iFileNum)
    Line Input #iFileNum, sBuf
    sTempIn = sTempIn & sBuf & vbCrLf
Loop
Close iFileNum

'your filter code goes here...
'filter the sTempIn >> sTempOut
'format it as csv
'-----

'Now save formatted data...
iFileNum = FreeFile
Open sFileName For Output As iFileNum
Print #iFileNum, sTempOut
Close iFileNum
```

---

## Clipboard Filters How to (user)

### Special Paste Clipboard Filters.

There are two preset internal filters. TABLE and RECORD, These will filter standard table and record formats found on web pages and spreadsheet apps etc.

There was a need to expand these filters without having to rebuild GenScriber every time a new filter was needed. So, in version 2.2, external clipboard filters were introduced.

The purpose of these external filters is to filter and format clipboard data that has been copied from a web page. For example, the SSDI records from AmericanAncestors.org.

When a working filter is selected from within genscriber, the data will be displayed correctly in the preview grid. A wrong filter selection will usually just display nothing.

---

### User Information

1. Select and copy the data from the web page as required by the filter you are using.
  2. Click the ' **Special Paste** ' button.
  3. Select the filter type from the drop down list. The formatted data should display in the preview grid.
  4. Click the ' **Paste** ' button to paste into the worksheet. If a document is not already open, you will usually need to ' **Create new Document** ' before pasting.
-

## Column Options Toolbar



This is the column options toolbar.



Show advanced options



Turn template protection on/off



Show all columns



Reset options to defaults



Help

## How to type special characters

Western european special characters and how to enter them from your keyboard in Windows.

### To type a special character

1. Make sure the numeric key pad on the right of the keyboard is active by pressing Num Lock (upper right of keyboard). The Num Lock light on the keyboard will indicate that the numeric key pad is on.

NOTE: You must use the numeric key pad; if you use the number keys on the top of the keyboard, the characters will not appear.

If you are on a laptop or computer without a separate numeric keypad use the character map app instead.

2. Place your cursor in the location where you wish to insert a special character.

3. While holding down the ALT key, type the **four-digit** code on the numeric key pad.

NOTE: If you have the International keyboard activated, you will only be able to input codes using the ALT key on the left side of the keyboard.

4. Release the ALT key, and the character will appear.

NOTE: You must include the initial zero in the code. For example to insert á (0225) you must type 0225, NOT 225.

**This table applies only to Windows .**

†	0134	dagger
‡	0135	double dagger
™	0153	trademark sign
¢	0162	cent sign
₭	0164	general currency sign
¥	0165	yen sign
§	0167	section sign
©	0169	copyright
®	0174	registered trademark

°	0176	degree sign
±	0177	plus or minus
μ	0181	micro sign
¶	0182	paragraph sign
·	0183	middle dot
¼	0188	one-fourth
½	0189	one-half
¾	0190	three-fourths
¿	0191	inverted question mark
À	0192	uppercase A, grave accent
Á	0193	uppercase A, acute accent
Â	0194	uppercase A, circumflex accent
Ã	0195	uppercase A, tilde
Ä	0196	uppercase A, umlaut
Å	0197	uppercase A, ring
Æ	0198	uppercase AE
Ç	0199	uppercase C, cedilla
È	0200	uppercase E, grave accent
É	0201	uppercase E, acute accent
Ê	0202	uppercase E, circumflex accent
Ë	0203	uppercase E, umlaut
Ì	0204	uppercase I, grave accent
Í	0205	uppercase I, acute accent
Î	0206	uppercase I, circumflex accent
Ï	0207	uppercase I, umlaut
Ð	0208	uppercase Eth, Icelandic



Ñ	0209	uppercase N, tilde
Ò	0210	uppercase O, grave accent
Ó	0211	uppercase O, acute accent
Ô	0212	uppercase O, circumflex accent
Õ	0213	uppercase O, tilde
Ö	0214	uppercase O, umlaut
Ø	0216	uppercase O, slash
Ù	0217	uppercase U, grave accent
Ú	0218	uppercase U, acute accent
Û	0219	uppercase U, circumflex accent
Ü	0220	uppercase U, umlaut
Ý	0221	uppercase Y, acute accent
Þ	0222	uppercase THORN, Icelandic
ß	0223	lowercase sharps, German
à	0224	lowercase a, grave accent
á	0225	lowercase a, acute accent
â	0226	lowercase a, circumflex accent
ã	0227	lowercase a, tilde
ä	0228	lowercase a, umlaut
å	0229	lowercase a, ring
æ	0230	lowercase ae
ç	0231	lowercase c, cedilla
è	0232	lowercase e, grave accent
é	0233	lowercase e, acute accent
ê	0234	lowercase e, circumflex accent
ë	0235	lowercase e, umlaut

ì	0236	lowercase i, grave accent
í	0237	lowercase i, acute accent
î	0238	lowercase i, circumflex accent
ï	0239	lowercase i, umlaut
ð	0240	lowercase eth, Icelandic
ñ	0241	lowercase n, tilde
ò	0242	lowercase o, grave accent
ó	0243	lowercase o, acute accent
ô	0244	lowercase o, circumflex accent
õ	0245	lowercase o, tilde
ö	0246	lowercase o, umlaut
÷	0247	division sign
ø	0248	lowercase o, slash
ù	0249	lowercase u, grave accent
ú	0250	lowercase u, acute accent
û	0251	lowercase u, circumflex accent
ü	0252	lowercase u, umlaut
ý	0253	lowercase y, acute accent
þ	0254	lowercase thorn, Icelandic
ÿ	0255	lowercase y, umlaut

## Importing and Exporting

GenScriber will import and export several different formats. Some formats are handled by GenScriber, other formats require the UNO app found in Libre Office and Open Office.

Imported files are always converted to csv files. These are utf-8 by default. If a different character set is chosen in "Preferences" the import export will attempt to convert from the selected code page. The exception to this is Gedcom. Exported gedcom files are always UTF-8.

When importing gedcoms, the file header is used to determine the character set used in the file.

GenScriber will import Ansel, UTF-8, ASCII and ANSI .

ANSI is not actually allowed in gedcoms, but it is sometimes used and when it is used, it needs to be handled differently.

If the character set in preferences is utf-8, then the windows-1251 codepage will be used.

If a character set other than utf-8 has been chosen in preferences, then that codepage will be used instead.

---

### Merging files

#### ***File Merge.***

Multiple files can be opened and merged automatically. You can Import and Merge at the same time.

File types are allowed to be different, but all merged files must use the same template layout (identical column titles in the same order).

#### ***How to select multiple files to open/merge.***

When in the ' **Open File** ' dialog, hold down the ' **Ctrl** ' or ' **Shift** ' key to select multiple files.

Files will be opened and concatenated in the order found on disk.

The name of the first file opened will be used as the filename, with '-new' appended.

The resulting file will be CSV format.

**example file1.xls +file2.ods +file3.csv = file1-new.csv**

---

### Setting up uno import export

#### **Setting up import/export using unoconv.**

GenScriber 2.1.5 and above will import and export several extra file formats, including ods and xls.

The 'Export with uno' option must be selected in '**Tools>Preferences>Export**'.

**Important:** For this to work, you must have either LibreOffice or OpenOffice installed on your system. On Linux systems this is not a problem, either LibreOffice or OpenOffice is usually installed by default, and it should work out of the box.

Windows users will need to install LibreOffice (or OpenOffice) manually. If you don't already have it, you can download it here...  
<http://www.libreoffice.org>

**Below is a check list to help make the export functions work for you.**

1. Install LibreOffice or OpenOffice (version 3 or above) .
2. Start GenScriber.
3. Go to Tools>Preferences>Export'.
4. Check the 'Export with uno' option is selected.
5. Check that there is a path entry to python.exe.
6. If no path, click on 'search' and wait until the path appears.
6. Close Preferences.

If all of the above is ok, you will be able to open and export several different spreadsheet formats.

**If the import/export functions don't work for you.**

**Windows 7 and 8 users.**

Win 7/8 blocks almost any file it does not own. That is just about every file you introduce into your system. Unless you have already turned this off, there is a good chance that the genscriber support files will be blocked. If things don't work as expected, this is probably your problem.

Windows needs to know where to find python.exe. This will usually be something like

"C:/Program Files/LibreOffice 4/program/python.exe".

When '**Preferences**' is opened, genscriber will attempt to find the correct path and add it for you. The path will be displayed in

**'Tools>Preferences>Export>Path to python'** . If you see a path here you probably don't need to change it.

If the path is empty, then you need to tell GenScriber to search for python.exe.

When in **Tools>Preferences>Export** click on the '**search**' button ( *to the right of the path box* ). GenScriber will carry out a deep search and add the path for you.

---

## The GHF file format

### The GHF Header

The GHF header is a simple and reliable way to add extra information to csv files. It is placed at the top of a normal CSV file, above the title row. Unlike some info headers, ghf is compatible with spreadsheets.

The GHF header uses open and close tags **<INFO>** and **</INFO>**

This allows parsing applications to easily extract the information.

The **<INFO>** tag starts the header, and is placed in the first column of the first row.

The first column of rows following the <INFO> tag may contain the information items.  
Info items can contain anything except commas and quotes.  
A maximum of 10 info items(rows) may be place between the tags.  
Tags and info items are **always in the first column** . Other columns are ignored.

The header is then closed with the </INFO> tag. This must also be in the first column.

Column Titles must be on the row immediately after the closing tag.

Example header:

```
<INFO>
Church: St. josephs,
Parish: Charlestown, Source: Parish records (original),
Transcriber: Les Hardy,
Email: les@webmayo.com,
</INFO>
Surname,FirstName,Day,Month,Year,Abode,County,Aged,Rela,Status,Extra,Occupation
```

Note: the extra commas match the title row, and are there to ensure compatibilty with spreadsheet applications.

#### **Adding The GHF Info Header**

The header information you enter into the header info fields will be added automatically to the worksheet when exported as GHF. Use the '.ghf' file suffix for GHF files.

#### **The Information**

Ten fields are available.

Any information you enter here refers to the current worksheet, and if the worksheet is exported as .ghf, it will be saved in the file header.

When a new file is opened, all previous header info fields will be cleared.  
If a .ghf file is opened, any header info it contains will be shown in the header information.

If you save as .csv, the header information will NOT be saved into the csv file, but the information fields will remain until the file is closed.

#### **Field Titles**

You can add/edit the field titles by simply placing your mouse cursor in the grey area above a field, and left-click once, then type in the field title.  
Field titles are retained when you quit genscriber, and will remain until you change them.

---

## FreeCEN format

Worksheets can be saved with the FreeCEN file format'.

If this menu option is unavailable, go to ' **Tools/Preferences** ' and under the ' **Export** ' tab select ' **Export FreeCEN** '.

#### **The Header Information**

The FreeCEN header information will be included in the header of files exported as 'FreeCEN'

The FreeCEN file is saved with a ' **.cen** ' suffix.

You will need to change the file suffix to '.csv' before sending it to your

coordinator.

**Census Piece:** This is the census piece being transcribed. example:  
RG121780

**Registration District Number:** The registration district number you are working on.

**Transcriber Code:** Enter your transcriber code here.

**Transcriber Name:** Enter your name here. (optional)

Each time a FreeCEN (.cen) file is opened, the header information is retrieved (if it exists).

When a FreeCEN (.cen) file is exported, the current header information is saved in the file.

It is quite acceptable to open a csv file, edit the FreeCEN header info, and then export as FreeCEN.

---

## FreeBMD Format

Worksheets can be opened and saved with the FreeBMD 'flat file header'.

The following explanation was created from information found on the FreeBMD website...

The "Flat" file format is designed to cater for datasets stored in a database or spreadsheet with all data for each entry on a single line (hence the name "flat").

The essence of the flat format is this, so long as all required data is available, it can be submitted in almost any layout. A line at the top of the file defines what goes where.

### Example of Flat File Format

```
+INFO,jverge@assendon.demon.co.uk,pw,ONENAME,BIRTHS ,UTF-8
+FORMAT,Surname,Firstname,District,Volume,Page,Quarter,Year,Type
VERGE,John,Ringwood,VIII,205,Mar,1838,B
VERGE,George,Ringwood,VIII,198,Jun,1841,B
VERGE,Mary,Fordingbridge,VIII,181,Mar,1843,B
VERGE,Joseph,London,II,177,Sep,1843,B
```

### Column types

Each column type may have alternate names, which are shown in brackets after the standard name.

**Surname** The surname of the subject of the entry.

**FirstNames** (FirstName,Forename) The first names of the subject of the entry.

**OtherName** optional. If present, this is appended to the firstnames field.

**District** The district in which the event was registered.

**Volume** The volume number in which the event appears.

**Page** The page number of the event.

**Quarter** The quarter of the entry (i.e. Mar, Jun, Sep ). You can use QuarterNumber instead.

**QuarterNumber** is the number of the quarter of the entry (in the range 1-4, 1 is Mar and so on).

**Year** The year of the entry.

**Type** (Event) optional The event type - one of: BIRTH, MARRIAGE, DEATH.

*N.B. Event types cannot be mixed in a single file. This field is therefore only useful as a crosscheck.*

### Additional Optional Columns

**AgeAtDeath** optional The age at death (death events only, of course).

**DateOfBirth** optional The date of birth (death events only, replaces AgeAtDeath from 1969).

**Mother** optional Mother's (maiden) name (birth events only).

**Spouse** optional Spouse's surname (marriage events only).

**FicheRange** optional The range of surnames covered by the fiche this entry was on.

**FicheNumber** optional The number of the fiche this entry was on.

### Adding The Info Header

The info header is added automatically to any worksheets exported as FreeBmd.

Use the .bmd file suffix for your FreeBMD files.

### Editing The Info Header Details

To edit the info header, select ' **Tools**' > '**View/Edit Info Headers**' > '**FreeBMD Info**'.

If this menu option is unavailable, go to ' **Tools/Preferences**' and under the ' **Export**' tab select ' **Export FreeBMD**'.

### The FreeBMD header Information

**Email** : This is the email address of the transcriber (optional ).

**Sequenced** : is one of SEQUENCED, RANDOM or ONENAME.

**SEQUENCED** : Should be used to transcribe complete pages from the index.

**RANDOM** : Should be used to transcribe entries that are not related to the location in the index page.

**ONENAME** : Should be used to transcribe sections of pages that relate to a single name.

**RecordType** : BIRTHS, MARRIAGES, or DEATHS.

**CharacterSet** : The characters set you are using. (This is entered for you ).

Each time a FreeBMD (.bmd) file is opened, the header information is retrieved (if it exists).

When a FreeBMD (.bmd) file is exported, the current header information is saved in the file.

It is quite acceptable to open a csv file, edit the FreeBMD header info, and then export as FreeBMD.

---

## FreeREG Header Information

This is the "Header" information that will be included in the header of files exported as FreeREG. This is required by FreeREG to enable them to understand the data and who provided it.

**Submitter Email** e-mail address of the submitter.

**Password** Your password (it may be required in the future). At the present time simply use password for this field.

**Record Type** The type of register information being submitted. It can be BAPTISMS, MARRIAGES or BURIALS.

**CharSet** The character set to export as

**Submitter Name** The name of the person submitting the file.

**Submitter County** The group with which the submitter is working.

### Transcribe Filename

The file name must consist of:

a three letter Chapman code for the county

a three letter placename code assigned by the person uploading the file

BA|BU|MA|part number, if any

**Transcribe Date** The date of transcription (dd-mon-yyyy)

**Credit Name** Enter the transcriber name. This is used to provide credit information for others involved in the transcription of the file.

**Credit Email** The transcriber e-mail address. This is used to provide credit information for others involved in the transcription of the file.

**Modification Date** The date this file was modified.

**Comment1** It is suggested that this is used to detail the source of the data.

**Comment2** Use this for any copyright restrictions, or any comments you wish to make about the file.

**Add +LDS** Select this if two extra fields for Film and Image number have been added to every data record.

The FreeREG header information will be included in the header of files exported as 'FreeREG'. The FreeREG file is saved with a '.frg' suffix.

You will need to change the file suffix to '.csv' before sending it to your coordinator.

---

## Exporting to Xml (raw)

The Xml raw export creates a clean xml file that can be used by any application capable of reading xml. This includes your web browser.

### How to export to xml

1. From the '**File**' menu, choose '**Export > Xml (raw)**'.
2. Choose the filename to use for the xml file.( default is the current filename + .xml)
3. Click the 'Open' button.

---

## Gedcom Import

### Importing a gedcom file.

1. Select '**Open Document**' from the '**File Menu**' or click on the open button in the worksheet toolbar.
2. From the '**Open**' dialog '**Type**' dropdown list, select '**IMPORT Gedcom**'.
3. Select the gedcom file, and click '**Open**'.

Columns not used by the imported gedcom file are hidden in the worksheet. These can be made visible via the '**Column Control**' if needed.

When embedded notes are encountered during import, they are saved to text files. A folder is created with the name of the gedcom file, appended



with ' **\_files** '. Links to these text files are placed in the notes column.

To view a notes file, right click on a cell in the ' **Notes** ' column and choose ' **View this link** '.

To edit a notes files, when in edit mode, right click and choose ' **Edit note** '.

---

## Gedcom Export

### Exporting a gedcom file.

1. Open the '\*\*\*File\*\*\*' menu and choose '\*\*\*Export\*\*\*' and then '\*\*\*Gedcom\*\*\*'.
2. Select the path and filename.
3. Click '\*\*\*Save\*\*\*'

Any "notes" files will be embedded into the gedcom file during export.

Not all worksheets can be saved as a gedcom file. The gedcom file will contain information about individuals, and the worksheet needs to have the correct information for it to be of any use as a gedcom.

The minimum column titles that genscriber will accept for a gedcom export, are **Person\_Id** \*, **Surname**, **Given\_Name**, **Sex** .

The columns you want to export must have one of the titles that genscriber will recognise as a gedcom field.

The worksheet may contain other titles, but they will not be exported.

**Note** \*: The Person\_ID can be created automatically during export.

The table below lists column titles that are recognised as gedcom fields. The titles are not case sensitive and may contain spaces or underscores anywhere in the title. You can use any of these column titles in any order. I have tried to add enough variation in the names to avoid making it to restrictive. If I have missed a commonly used name, please contact me.

GEDCOM_TAG	ACCEPTABLE COLUMNS TITLES
------------	---------------------------

INDI	INDI, Individual, ID, Person, PersonId
------	--

SURN	SURN, Surname, Lastname
------	-------------------------

GIVN	GIVN, Given, GivenName, Givennames, FirstName, FirstNames, Forename, Forenames
------	--

SEX	SEX, Gender
-----	-------------

BIRT (DATE)	BIRT, Birth, Born, DateBorn, BirthDate
BIRT (PLAC)	BirthPlace, PlaceBorn
BIRT SOUR)	BirthSource
BAPT (DATE)	BAPT, Baptism, BaptDate, BaptismDate
BAPT (PLAC)	BaptPlace, BaptismPlace
BAPT (SOUR)	BaptSource, BaptismSource
DEAT (DATE)	DEAT, Death, DeathDate
DEAT (PLAC)	DeathPlace
DEAT (SOUR)	DeathSource
BURI (DATE)	BURI, Burial, BurialDate
BURI (PLAC)	BurialPlace
BURI (SOUR)	BuriSource, BurialSource
OBJE (FILE)	Image, Photo, ImagePath, PhotoPath, MediaPath, ImageFilePath, PhotoFilePath, MediaFilePath, ImageLink, Media, MediaLink, PhotoLink
OCCU	OCCU , Occupation
SOUR	SOUR , Source
NOTE	NOTE, Notes
Father ID	Father , FatherID
Mother ID	Mother, MotherID

Spouse ID 1	Spouse , SpouseID
MARR (DATE)	Married , Marriage, MarriedDate , MarriageDate
MARR (PLAC)	MarriedPlace , MarriagePlace
MARR (SOUR)	MarriedSource , MarriageSource
MARR (STAT)	MarriedStatus , MarriageStatus, MarrStat, MarriageStat
Spouse ID 2	Spouse2 , SpouseID2
MARR (DATE)	Married2 , Marriage2, MarriedDate2 , MarriageDate2
MARR (PLAC)	MarriedPlace2 , MarriagePlace2
MARR (SOUR)	MarriedSource2 , MarriageSource2
MARR (STAT)	MarriedStatus2 , MarriageStatus2, MarrStat2, MarriageStat2
Spouse Id 3	Spouse3 , SpouseID3
MARR (DATE)	Married3 , Marriage3, MarriedDate3 , MarriageDate3
MARR (PLAC)	MarriedPlace3 , MarriagePlace3
MARR (SOUR)	MarriedSource3 , MarriageSource3
MARR (STAT)	MarriedStatus3 , MarriageStatus3, MarrStat3, MarriageStat3
Spouse Id 4	Spouse4 , SpouseID4
MARR (DATE)	Married4 , Marriage4, MarriedDate4 , MarriageDate4
MARR (PLAC)	MarriedPlace4 , MarriagePlace4

MARR (SOUR)	MarriedSource4 , MarriageSource4
MARR (STAT)	MarriedStatus4 , MarriageStatus4, MarrStat4, MarriageStat4
CENS (DATE)	CENS, Census, CensDate, CensusDate
CENS (PLAC)	CensPlace, CensusPlace
CENS (ADDR)	CensAddress, CensAddr, CensusAddr, CensusAddress
CENS (AGE)	CensAge, CensusAge
CENS (RELA)	CensRela, CensusRela, RelationshipToHead, Relationship, CensRelationship, CensusRelationship
CENS (NOTE)	CensNote

---

## Pdf Export

### **Worksheet PDF Export.**

Exporting large worksheets to pdf can be a problem. If the exported pdf pages are kept at A4 size, a large worksheet is either unreadable, or it has to be spread it over multiple pages.

I decided to make the pdf export resize the pages to fit the worksheet. This creates non-standard pages, but allows scrolling to view large worksheets. The only problem is if you want to print it, but I will leave that for you to ponder over.

Only visible fields are exported. Hiding fields is one way of reducing the width of the exported pages.

### **TextPad PDF Export**

The textpad does not have any problems like the above.

---

## Exporting Html

### ***Html Export***

This is one of my favourite features. The html export is very useful for providing someone with an easily readable version of your worksheet or even creating webpages.

The html files produced by genscriber are compliant with W3C standards and are suitable for use on the Internet.

I only cover the basics here. If you need to know more, please contact me and I will provide detailed instructions.

## **How to export to html**

1. Set the html options in 'preferences'.
2. If there are columns you do not want to export, hide them.
3. If the 'Set fixed width' option is chosen, adjust the worksheet column widths to suit.
4. From the 'File' menu, choose 'Export > Html Files'.
5. Choose the basename to use for the html files.( default is the current filename )
6. Click the 'Open' button.

A folder with the name of your base filename choice will be created automatically, and the exported html files will be place in this folder. If you chose to have column sorting, then a folder called 'tablesorter' will be created in the html export folder. This contains the jquery library and scripts.

## **Html Export options in Tools>Preferences**

### **Html Rows Per Page**

Each file will contain a maximum number of rows as per the setting of 'Html Rows Per Page'. The default is 200. Each html file created will contain links to all other pages. The link will be the number of the html file (page).

### **Set fixed <column> widths**

Sets fixed table and column widths when exporting html. When this option is selected, the html column widths will be fixed according to the widths of the columns in the worksheet at the time of export.

If nowrap is also set, columns will expand to accomodate data.

### **Set nowrap in <td>**

Stops text wrapping in cells when exporting html. This is best set ON when 'Set fixed' above is OFF.

### **Use external css file**

Instructs genscriber to create an external css file when exporting. Useful if you want to change the styles in one place.

### **Add table sort**

Option to add scripts to sort the table data.

### **Use dd/mm/yy format for shortdate**

The date format for shortDate is 'mm/dd/yy ' by default. To change to 'dd/mm/yy ' , select this option.

### **Add a webpage heading**

This will add html above the exported tables. It will be added to every web page.

When you select this option, the 'Heading Html' below becomes active.

### **Heading Html**

Add the html for your heading here, or if you prefer, edit the 'header.html' file directly.

The header.html file can be found in the '/include/web/' folder. I have added example html for navigation. Modify or delete this as you like.

### **Add a webpage footer**

This will add html below the exported tables. It will be added to every web page.

When you select this option, the 'Footer Html' below becomes active.

### **Footer Html**

Add the html for your footer here, or if you prefer, edit the 'footer.html' file directly. The footer.html file can be found in the '/include/web/' folder.

### **Location of html template files**

The html template files can be found in the '

**GenScriber/include/web/** ' folder.

### **header.html**

This is the header. Modify this as you like. It is displayed in a div above the tables.

### **footer.html**

This is the footer. Modify this as you like. It is displayed in a div below the tables.

### **tablestyle.css**

This is the css file. Modify this to change the style of your web pages.

### **tablesorter**

The folder contains the files that are included when you choose to have table sorting. The css file for tablesorter is located in this folder.

### **Special placeholders**

There are a few placeholder that can be used in the header and footer templates.

{YEAR} This will be replace by the current year.

{FILETITLE} The name of the worksheet file.

{USERNAME} Your username used by the system.

I can add more of these later if they prove to be useful.

—

### **About the css files**

The internal and external css are both derived from a file in the 'include/web' folder called 'tablestyle.css'. If you want to change the css, edit this file before you export.

You can of course change the css file in the exported html folder at any time, but keep in mind that if you export again to the same folder, the css file in the exported html folder will be overwritten by the one from the include folder.

There is also a css file in the 'tablesorter folder' ( include/web/tablesorter/tablesorter.css ). This file is specific to the tablesorter headers.

### **About the table sort files**

The table sort files are stored in the 'tablesorter' folder, as follows...

**asc.gif** image used in the thead for sorted ascending.

**dec.gif** image used in the thead for sorted descending.

**bg.gif** image used in the thead for unsorted.

**jquery.js** jQuery JavaScript Library v1.4.2.

**tablesorter.js** TableSorter 2.0 javascript.

**tablesorter.css** TableSorter CSS .

If the 'table sort' option is selected, these files will be copied to the html

export folder, and javascript code is written to the exported html files.

During export, genscriber will scan all cells of the first 1000 records to determine the type of data.

The sort type will be set for the content found. If mixed data is found, the sort type will be set by majority.

May 23 1890 23 May 1890 1890/5/23 1890-5-23	isoDate
Monday, June 15, 2009 1:45 PM May 23 1890 23	usLongDate
05/23/1890 or 05-23-1890 shortDate is mm/dd/yy by default. add {dateFormat: "dd/mm/yy"} to change to uk dates.	shortDate
123.123.123.123	ipAddress
07:25am 07:25pm	time

The date format for shortDate is ' **mm/dd/yy** ' by default.  
To change to ' **dd/mm/yy** ', select the option in 'Html Settings', or  
include the following code into the javascript of each html page.  
**`$("#gstables").tablesorter({dateFormat: "dd/mm/yy"});`**

---

## Language Support

GenScriber supports many different languages by the use of language translation files.

The language files are stored in the '**GenScriber/include/language**' folder.

There is a translation editor available that simplifies the process of creating language files.

It allows creation of new language files, or editing existing language files.

If you create a translation for your language please consider sending it to me, so that I can add it to genscriber.

### Language Files

The use of language files allows GenScriber to be easily translated to other languages.

When you select a language in GenScriber, a new language file is created (if it doesn't already exist). This language file may already contain some translations, but there will probably be some phrases still not translated.

Any changes made to the language file will appear in GenScriber when you next start it.

Language files are stored in the '**GenScriber/include/language**' folder.

The filename format of a language filename is always “

**LANGUAGE-COUNTRY.UTF-8.tr** “

Example: EN- GB .UTF-8.tr = English-Great Britain

ES-ES.UTF-8.tr = Spanish-Spain

The Language-Country code and Character set must always be uppercase.

The suffix (.tr) must always be lowercase.

### Language Translation Editor

The translation editor simplifies the process of creating language files.

It allows creation of new language files, or editing existing language files.

[Click here to read more...](#)

### List of language and country codes

#### Lang - Country Country - language

prs-AF Afghanistan - Dari

ps-AF Afghanistan - Pashto

sq-AL Albania - Albanian



ar-DZ Algeria - Arabic  
tzm-DZ Algeria - Tamazight (Latin)  
es-AR Argentina - Spanish  
hy-AM Armenia - Armenian  
en-AU Australia - English  
de-AT Austria - German  
az-AZ Azerbaijan - Azeri (Cyrillic)  
az-AZ Azerbaijan - Azeri (Latin)  
ar-BH Bahrain - Arabic  
bn-BD Bangladesh - Bengali  
be-BY Belarus - Belarusian  
nl-BE Belgium - Dutch  
fr-BE Belgium - French  
en-BZ Belize - English  
es-VE Bolivarian Republic of Venezuela - Spanish  
quz-BO Bolivia - Quechua  
es-BO Bolivia - Spanish  
bs-BA Bosnia and Herzegovina - Bosnian (Cyrillic)  
bs-BA Bosnia and Herzegovina - Bosnian (Latin)  
hr-BA Bosnia and Herzegovina - Croatian  
sr-BA Bosnia and Herzegovina - Serbian (Cyrillic)  
sr-BA Bosnia and Herzegovina - Serbian (Latin)  
pt-BR Brazil - Portuguese  
ms-BN Brunei Darussalam - Malay  
bg-BG Bulgaria - Bulgarian  
km-KH Cambodia - Khmer  
en-CA Canada - English  
fr-CA Canada - French  
iu-CA Canada - Inuktitut (Latin)  
iu-CA Canada - Inuktitut (Syllabics)  
moh-CA Canada - Mohawk  
en-029 Caribbean - English  
arn-CL Chile - Mapudungun  
es-CL Chile - Spanish  
es-CO Colombia - Spanish  
es-CR Costa Rica - Spanish  
hr-HR Croatia - Croatian  
cs-CZ Czech Republic - Czech  
da-DK Denmark - Danish  
es-DO Dominican Republic - Spanish  
quz-EC Ecuador - Quechua  
es-EC Ecuador - Spanish  
ar-EG Egypt - Arabic  
es-SV El Salvador - Spanish  
et-EE Estonia - Estonian  
am-ET Ethiopia - Amharic  
fo-FO Faroe Islands - Faroese  
fi-FI Finland - Finnish  
smn-FI Finland - Sami (Inari)  
se-FI Finland - Sami (Northern)  
sms-FI Finland - Sami (Skolt)  
sv-FI Finland - Swedish  
gsw-FR France - Alsatian  
br-FR France - Breton  
co-FR France - Corsican  
fr-FR France - French  
oc-FR France - Occitan  
ka-GE Georgia - Georgian  
de-DE Germany - German  
dsb-DE Germany - Lower Sorbian  
hsb-DE Germany - Upper Sorbian  
el-GR Greece - Greek  
kl-GL Greenland - Greenlandic

qut-GT Guatemala - K'iche  
es-GT Guatemala - Spanish  
es-HN Honduras - Spanish  
zh-HK Hong Kong S.A.R. - Chinese (Traditional) Legacy  
hu-HU Hungary - Hungarian  
is-IS Iceland - Icelandic  
as-IN India - Assamese  
bn-IN India - Bengali  
en-IN India - English  
gu-IN India - Gujarati  
hi-IN India - Hindi  
kn-IN India - Kannada  
kok-IN India - Konkani  
ml-IN India - Malayalam  
mr-IN India - Marathi  
or-IN India - Oriya  
pa-IN India - Punjabi  
sa-IN India - Sanskrit  
ta-IN India - Tamil  
te-IN India - Telugu  
id-ID Indonesia - Indonesian  
fa-IR Iran - Persian  
ar-IQ Iraq - Arabic  
en- IE Ireland - English  
ga- IE Ireland - Irish  
ur-PK Islamic Republic of Pakistan - Urdu  
he-IL Israel - Hebrew  
it-IT Italy - Italian  
en-JM Jamaica - English  
ja-JP Japan - Japanese  
ar-JO Jordan - Arabic  
kk-KZ Kazakhstan - Kazakh  
sw-KE Kenya - Kiswahili  
ko-KR Korea - Korean  
ar-KW Kuwait - Arabic  
ky-KG Kyrgyzstan - Kyrgyz  
lo-LA Lao P.D.R. - Lao  
lv-LV Latvia - Latvian  
ar-LB Lebanon - Arabic  
ar-LY Libya - Arabic  
de-LI Liechtenstein - German  
lt-LT Lithuania - Lithuanian  
fr-LU Luxembourg - French  
de-LU Luxembourg - German  
lb-LU Luxembourg - Luxembourgish  
zh-MO Macao S.A.R. - Chinese (Traditional) Legacy  
mk-MK Macedonia (FYROM) - Macedonian (FYROM)  
en-MY Malaysia - English  
ms-MY Malaysia - Malay  
dv-MV Maldives - Divehi  
mt-MT Malta - Maltese  
es-MX Mexico - Spanish  
mn-MN Mongolia - Mongolian (Cyrillic)  
sr-ME Montenegro - Serbian (Cyrillic)  
sr-ME Montenegro - Serbian (Latin)  
ar-MA Morocco - Arabic  
ne-NP Nepal - Nepali  
nl-NL Netherlands - Dutch  
fy-NL Netherlands - Frisian  
en-NZ New Zealand - English  
mi-NZ New Zealand - Maori  
es-NI Nicaragua - Spanish  
ha-NG Nigeria - Hausa (Latin)

ig-NG Nigeria - Igbo  
yo-NG Nigeria - Yoruba  
nb-NO Norway - Norwegian (Bokmal)  
nn-NO Norway - Norwegian (Nynorsk)  
smj-NO Norway - Sami (Lule)  
se-NO Norway - Sami (Northern)  
sma-NO Norway - Sami (Southern)  
ar-OM Oman - Arabic  
es-PA Panama - Spanish  
es-PY Paraguay - Spanish  
zh-CN People's Republic of China - Chinese (Simplified) Legacy  
mn-CN People's Republic of China - Mongolian (Traditional Mongolian)  
bo-CN People's Republic of China - Tibetan  
ug-CN People's Republic of China - Uyghur  
ii-CN People's Republic of China - Yi  
quz-PE Peru - Quechua  
es-PE Peru - Spanish  
fil-PH Philippines - Filipino  
pl-PL Poland - Polish  
pt-PT Portugal - Portuguese  
fr-MC Principality of Monaco - French  
es-PR Puerto Rico - Spanish  
ar-QA Qatar - Arabic  
en-PH Republic of the Philippines - English  
ro-RO Romania - Romanian  
ba-RU Russia - Bashkir  
ru-RU Russia - Russian  
tt-RU Russia - Tatar  
sah-RU Russia - Yakut  
rw-RW Rwanda - Kinyarwanda  
ar-SA Saudi Arabia - Arabic  
wo-SN Senegal - Wolof  
sr-RS Serbia - Serbian (Cyrillic)  
sr-RS Serbia - Serbian (Latin)  
sr-CS Serbia and Montenegro (Former) - Serbian (Cyrillic)  
sr-CS Serbia and Montenegro (Former) - Serbian (Latin)  
zh-SG Singapore - Chinese (Simplified) Legacy  
en-SG Singapore - English  
sk-SK Slovakia - Slovak  
sl-SI Slovenia - Slovenian  
af-ZA South Africa - Afrikaans  
en-ZA South Africa - English  
xh-ZA South Africa - isiXhosa  
zu-ZA South Africa - isiZulu  
nso-ZA South Africa - Sesotho sa Leboa  
tn-ZA South Africa - Setswana  
eu-ES Spain - Basque  
ca-ES Spain - Catalan  
gl-ES Spain - Galician  
es-ES Spain - Spanish  
si-LK Sri Lanka - Sinhala  
smj-SE Sweden - Sami (Lule)  
se-SE Sweden - Sami (Northern)  
sma-SE Sweden - Sami (Southern)  
sv-SE Sweden - Swedish  
fr-CH Switzerland - French  
de-CH Switzerland - German  
it-CH Switzerland - Italian  
rm-CH Switzerland - Romansh  
ar-SY Syria - Arabic  
syr-SY Syria - Syriac  
zh-TW Taiwan - Chinese (Traditional) Legacy

tg-TJ Tajikistan - Tajik (Cyrillic)  
th-TH Thailand - Thai  
en-TT Trinidad and Tobago - English  
ar-TN Tunisia - Arabic  
tr-TR Turkey - Turkish  
tk-TM Turkmenistan - Turkmen  
ar-AE U.A.E. - Arabic  
uk-UA Ukraine - Ukrainian  
en- GB United Kingdom - English  
gd- GB United Kingdom - Scottish Gaelic  
cy- GB United Kingdom - Welsh  
en-US United States - English  
es-US United States - Spanish  
es-UY Uruguay - Spanish  
uz-UZ Uzbekistan - Uzbek (Cyrillic)  
uz-UZ Uzbekistan - Uzbek (Latin)  
vi-VN Vietnam - Vietnamese  
ar-YE Yemen - Arabic  
en-ZW Zimbabwe - English

# Language Translation Editor

The translation editor simplifies the process of creating language files.

It allows creation of new language files, or editing existing language files.

## How to edit a language file.

Start the language translation editor ('treditor')

1. From the ' **File** ' menu choose ' **Open language file** '
2. Locate your language file and open it.
3. Start editing.

If you want to start a new translation with an empty translation column choose ' **Create new language file** ' from the ' **File** ' menu

When you are ready to save the translation, choose ' **Save language file** ' from the ' **File** ' menu, and save it into the 'language' folder. Be sure you save to the correct filename for your language.

## Important

Language files over-ride GenScribers internal language. If you leave one of the translations blank, the blank will over-ride the internal language.

If for example, is you left a phrase blank that was text for a button, you would get a blank button.

When editing the translation, if you don't have a translation for a particular phrase, just copy the english across using CTRL + E

## File Menu

### Create a new language file

When you open a language file with this option, the 'Translation' column will be empty, ready to start translating from new.

### Open language file

This will open a language file and show the existing translations in the 'Translation' column.

### Save language file

Saves your current translation.

Language files are stored in the 'GenScriber/include/language' folder.

**Don't forget** , the Language-Country code and Character set must always be uppercase, and the suffix (.tr) must always be lowercase.

The filename format of a language filename is always

"LANGUAGE-COUNTRY.UTF-8.tr"

Example: EN- GB .UTF-8.tr

A list of Language-Country codes can be found [HERE](#)

### **Merge language file**

This option will merge 2 language files together.

It is only available when 'Advanced' is selected in the 'Options' menu.

### **Quit**

Ends the application

## **Options Menu**

### **Advanced**

Selects advanced editing.

### **One click edit**

With this option ON, edit mode is activated with a single click in a cell.

When OFF, a double click is required to start editing.

### **Auto select**

With this option ON, text in cells is automatically selected when edit mode is activated.

When OFF, a double click is required to select all text in cell.

### **Allow edit master**

With this option ON, it is possible to edit the master column (Key Phrases).

Warning: Changing Master Key Phrases will break the translation. The main purpose for this option was for my own use during development.

This is only available when 'Advanced' is selected in the 'Options' menu.

### **Help Menu**

Opens the pdf help file.

### **Sorting Columns**

Columns may be sorted by click on the column header.

Sorting toggles each time the header is clicked  
(ascending, descending, nosort)

### **When editing**

**Ctrl+E** will copy the english key phrase cell to the translation cell.

Some Key phrases have a coloured background. This is there to alert you that they have special characters.

**YELLOW** : There are tilds ( ~ ) in the cell that must be copied into the translation exactly where they are.

**BLUE** : The first part of the phrase should not be translated. Translate only the part AFTER **v** or **a** , and do not copy anything else.

**GREEN** : **t** and **n** must be copied into the translation exactly. only translate the text around these

characters.

**PINK** : **%s** and **%d** must be copied into the translation exactly. only translate the text around these characters.

All other special character should be copied into the translation exactly as you see them.

# Templates

It is quite usual to use GenScriber and never have need to know about templates. GenScriber will automatically create and save user templates for the worksheets you edit, and each time a worksheet is opened the corresponding template is used.

Any changes you make to the column settings of a worksheet will be saved in the template each time you quit GenScriber.

Templates are formatted text files. If you really need to, you can edit them using a text editor, but that is rarely necessary.

A template file contains the structure of column widths, limits, actions etc.

The user templates are stored in the 'include/tmp folder'. User templates will over-ride master templates that have the same structure.

Master templates are stored in the 'include/templates' folder.

---

## Creating Master Templates

First you need to save a worksheet you wish to make a template from.

It does not matter if the worksheet contains data. We only care about the column structure and options.

1. If the worksheet is not already open, then 'choose a new template', 'create a new one' or open a csv file to extract the template from.

2. Click on the ' **Column Options** ' tab, and select ' **Show Advanced Options** '.

3. Add, Delete, Edit columns and set any options you want as default.

4. Save the worksheet, and then open it again, this will ensure the options are updated in the user template.

5. Click on the ' **Tools** ' menu, and select ' **Save Master Template** '.

6. Give it a name and save it.

After saving, the template name will appear under the ' **New Document(from template)** ' menu.

Now, any worksheets created using this template will inherit



this templates default options

Note: The ' **Save Master Template** ' menu only appears if a master template does not already exist ( or if *template protection is turned off.* **see i mportant note (1)** ).

#### **Important Note:**

(1) Template protection can be disabled in ' **General Options** ' to allow modifying a master template.

Please Note. If you change the layout of a master template, all worksheets previously created from the template will no longer belong to it.

If you change the column headings or column positions of a worksheet, then you have changed the worksheet structure, and genscriber will create a new user template for it.

This user template will live in the tmp folder, where it will be used each time you open a worksheet using the same column layout. If a master template is changed, the original worksheet will simply continue to use the old user template.

---

## **Creating Templates Manually**

Predefined (master) templates are stored in the ' **GenScriber/include/templates** ' folder.

Template files may be organised into subfolders. The template filename suffix is '.tpl'.

Templates are formatted text files, and you can edit them using a text editor.

A template file contains the structure of column widths, limits, actions etc.

The file is separated into sections using braces ' { } '.

The 'file header' section contains the template name, and if used, it may also contain other global settings.

example of the file header section:

```
{ TEMPLATE = Burials }  
or  
{ TEMPLATE = Burials » AUTHOR = Les Hardy }
```

These settings are terminated by ' » ' *Note there is no space between the > characters* .

The terminator ( » ) may be omitted from the last setting in header section.

#### **All sections that follow the header are field sections.**

Each field section contains a keyword and a value, formatted as **KEYWORD=value** .

The keyword value pair is separated by a single equal sign '='.

These settings are terminated by ' » ' *Note there is no space between the > characters*.

The terminator ( » ) may be omitted from the last setting in a field section.

**All keywords must be Uppercase**.

Line-feeds and spaces between settings are ignored.

Line-feeds in the 'HINT' text are recognised, and the bar ( | ) is also converted to a line-feed.

**Recognised file header settings are:**

**TEMPLATE**

The template name. This is used once at the top of the file.

**AUTHOR**

Displays the author in the title bar. Useful to help recognise your own templates.

**PICKLISTDROP** =0

Hides the fixedlist dropdown (do not confuse the with PICKLIST, which activates the normal picklist)

**FULLTEXT** =#

Set a column as fulltext. Only a single column is allowed, and it cannot be column 1.

# is the number of the column. FULLTEXT=4 would make column 4 the fulltext edit area.

The fulltext field will display as a text area, to the right of the worksheet.

**Recognised field setting are:**

**FIELD** The field (column) title.

**VISIBLE**

1= visible, 0 = hidden. Default=1 if omitted

**WIDTH**

The field (column) width. Default =100 if omitted.

**PICKLIST**

1= use picklist, if omitted or 0 = do not use picklist

**AUTOINC**

If omitted or 0 = no autoinc.

1= from current cell value, increment to bottom row.

2= increment from top row to bottom row (use top row value as start)

**AUTOFILL**

If omitted or 0 = no autofill.

1= fill column with value of current cell.

2= fill column with value of current cell (overwrite existing data)

**AUTOCASE**

If omitted or 0 = no autocase.

1= SentenceCase(strict) First character is uppercase. All other characters are forced to lowercase.

2= SentenceCase First character is uppercase. All other characters are left as is.  
3= TitleCase First character of each word is uppercase.  
4= UpperCase All uppercase.  
5= LowerCase All lowercase.

#### **AUTOREPEAT**

If omitted or 0 = no autorepeat  
1= copy contents of cell above.(do not overwrite current cell data)  
2= copy contents of cell above (overwrite current cell data)

#### **HINT**

The hint for this field (column). Omit or Leave blank for no hint.

#### **FIXEDLIST**

The name of the FixedList to use for current column. Omit or Leave blank for no fixedlist.

#### **MAXCHARS**

The maximum number of characters allowed in a cell.

#### **HYPERLINK**

Set the column to follow hyperlinks. 1= hyperlinks. if omitted or 0 = no hyperlinks

**The FIELD setting is always required.** Other settings are optional.

#### **Defaults for omitted field settings are as follows:-**

VISIBLE=1  
WIDTH=100  
PICKLIST=0  
AUTOINC=0  
AUTOFILL=0  
AUTOREPEAT=0  
AUTOCASE=0  
HINT=  
FIXEDLIST=  
MAXCHARS=  
HYPERLINK=0

#### **Template Example.**

The field sections below are formatted in different ways to demonstrate t

```
{TEMPLATE = Burials}
{
FIELD = ImageNo >>
VISIBLE = 1 >>
WIDTH = 200 >>
HINT = Enter the image number against the first entry on each new image,
}

{FIELD=RecordNo >> VISIBLE=1 >> WIDTH=100 >> PICKLIST=0 >> HINT=
This is a hint.
Line feeds are recognised|This is also a new line}
```

```
{FIELD=Day>>VISIBLE=1>>WIDTH=80>>HINT=The day of the month}

{FIELD=Month>>AUTOCASE=1}

{
FIELD=Year
}
```

*Note: The separator (») may be omitted from the last setting in a field section.*

**Important note:** Field(column) titles **must** be unique, and they must not contain special characters. The column titles are used as a reference by some functions. They are also case sensitive, 'Surname' is not the same as 'surname'

#### **Spaces in titles should not be used.**

' **Father Surname** ' and ' **Father Surname** ' may look the same to the eye, but the computer will see that the first (with 2 spaces) as a different title to the second (with 1 space). Errors like this can be extremely difficult to debug, so avoid spaces in column titles.

The best way to format a title is to use 'medial capitals' in compound words, also known as camel-case. ie. FatherSurname. You could multihyphenate ie. This-Is-A-Long-Title or This\_Uses\_Underscore

#### **Rules for FullText Edit.**

There are a few rules when using the option to have a fulltext editbox replace a column.

1. Only one column may be set as 'fulltext'.
2. The column number for the fulltext field must be greater than 1.
3. You **cannot** set the following options on a fulltext field:-  
WIDTH, PICKLIST, AUTOINC, AUTOFILL, AUTOREPEAT, AUTOCASE, HINT, FIXEDLIST, MAXCHARS, HYPERLINK

#### **Example full text template header.**

```
The fulltext field is Will_Details (field 4).
{
TEMPLATE=Wills>>
FULLTEXT=4>>
PICKLISTDROP=0>>
AUTHOR=Les Hardy
}

{ FIELD=Title>> VISIBLE=1>> WIDTH=200 }

{ FIELD=Reference>> VISIBLE=1>> WIDTH=100 }

{FIELD=Date>>VISIBLE=1>>WIDTH=100>>HYPERLINK=1 }

{ FIELD=Will_Details>> }
```

---

## Adding a unique ID to a column

Sometimes it is helpful to be able to identify a template from other templates, even though the templates have apparently identical columns. This can be done by adding an 'ID' column

### Adding a unique Id to a column

Add a column with a title that starts with **ID:** , and then add your unique id for that template.

example: **ID:mytemplate-123**

This will make the template unique, and tell genscriber that this is an ' **ID** ' column. When genscriber finds an **ID** : column, it is hidden in the worksheet.

ID columns are useful for coordinators. Some useful information can be stored in this column, and processed when the transcription is returned to the coordinator.

There is one caveat. The software used to process returned transcriptions will have to be capable of handling the extra column(s)

If you are using condition scripting, please read about 'Functions' in the GenScriber-Scripting.pdf file.

---

## Removing Existing Templates

### To delete a master template

1. First quit GenScriber
2. In the GenScriber folder go into **include/templates/** .
3. Locate the template and delete it.

### To delete a user template

1. First quit GenScriber
  2. In the GenScriber folder go into ' **include/tmp/** ' .
  3. Locate the template and delete it.
- 

## Changing Template Structure Mid Stream

Although it should always be avoided, it may become

necessary to change a template structure while the transcribers are using it.  
The following attempts to explain when and how a worksheet template can be change for worksheets that already contain data.

### **Scenario One**

Let us suppose that you're coordinating a project and transcribers are using a template with the following columns...

**First\_Name, Last\_Name, Age**

We will call this template ' **TPL01** '.

After transcribing has begun you realise more columns are needed.

You add two columns to your original template ( **TPL01** ) and save it as **TPL02** .

The fields of the new template are...

**First\_Name, Last\_Name, Age, Mother\_Name, Father\_Name**

If you don't change or remove any of the original column titles, then the old template is just a subset of the new template. It doesn't matter what order the new titles are in, provided the original titles are in there, and are exactly the same characters as before.

With this kind of template change it is not too difficult for the transcriber to move over to the new template.

So let's assume you enabled 'Template Updates' and your transcribers have the new template in their template folder. They now have **TPL01** and **TPL02** .

### **Now for the instructions to the transcribers...**

If it is your intention to discontinue TPL01, then you can instruct them to delete TPL01 either before or after the following is carried out.

#### ***How to transfer the existing data to the new template.***

**1** . Start up GenScriber and in 'Preferences' ensure that the option for 'Advanced Copy/Paste' is selected.

**2.** Open the original worksheet (csv file) that is currently being used with the old template (TPL01).

**3.** In the '**Edit**' menu click on '**Copy All** ' .  
The complete worksheet will be copied to the clipboard.

**4** . In the 'File' menu select ' **New Document from Template** ', and choose the new template ( **TPL02** )

**5** . Click on the ' **Special Paste** ' toolbar button, and then click the ' **Paste** ' button (bottom right).  
All data from the original worksheet will be pasted into the correct columns.

**6** . Save the new worksheet. From now on the worksheet will automatically use TPL02.

**Note:** *If any data is missing after the paste, it is either because some of the original column titles do not match the new column titles, or the 'Special Paste' option was not selected in the Special Paste window.*

### **Important Notes**

When a predefined master template is attached to a worksheet, it is cached in the 'include/tmp' folder. Therefore, if the old template is deleted and the old worksheet is opened, the cached settings will still be used.

However, it will no longer be considered a master template. It will revert to a user template, and will allow the user to modify it as they wish. All this really means is that if for some reason an older worksheet needs to be opened, transcribers will still have the settings for that worksheet.

### **Scenario Two**

Let us suppose that your transcribers are using a template with the following columns...

#### **FullName, Age**

We will call this template ' **TPL01** '.

After transcribing has begun you realise you should have split the name.

You add another column to your original template ( **TPL01** ) and change the column titles, and save it as **TPL02** .

The fields of the new template are...

#### **First\_Name, Last\_Name, Age**

Because you changed the name of a column, it would be impossible to match the original data to the new columns. With this kind of template change it is quite difficult for the transcriber to move over to the new template. However, it can be done, and I will explain how.

### ***How to transfer the existing data to the new template.***

**1** . Delete the original template (TPL01) (genscriber must be closed)

**2** . Start up GenScriber and in 'Preferences' ensure that 'Advanced Copy/Paste Button' is active.

**3.** Open the original worksheet (csv file) that is currently being used with the old template (TPL01).

**4** . Go into the 'Column Options' tab and change the title ' **FullName** ' to ' **First\_Name** '.

**5** . Go back to the worksheet.

---

## Video Tutorials

**Below are a few short videos showing various actions in GenScriber.**

The video format is WebM, and is supported by most browsers.

WebM will work in IE9+ and Safari/MacOSX provided the user has the WebM codecs installed.

**The videos do not have audio .**

---

### Find and Replace

A quick demo of Find & Replace.

[PLAY VIDEO](#)

---

### Sort Backwards

I find the ability to sort a column from right to left is very useful. This short demo sorts a 'Full\_Name' column by Surname.

[PLAY VIDEO](#)

---

### Sort Mixed Date Formats

Columns containing a mixture of date formats are difficult to sort correctly. This special date sort does the job. If you're not impressed, try this in excel and see what happens.

[PLAY VIDEO](#)

---

### Search Filter

Using the search filter to locate records quickly.

[PLAY VIDEO](#)

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### Opening a Gedcom



Importing a gedcom file is as easy as opening it.

[PLAY VIDEO](#)

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Changing the Layout

[PLAY VIDEO](#)

---

Image/Worksheet synchronisation in  
action

[PLAY VIDEO](#)

# Windows Character Map

The Character Map enables you to view the characters that are available in a selected font. Using the Character Map, you can copy individual characters or a group of characters and paste them into GenScriber.

During editing a worksheet cell you can insert special characters from the character map.

## To open the character map

1. Click on the Start (Windows Icon) menu in the lower left, then select All Programs.
2. Select Programs > Accessories > System Tools > Character Map.
3. A window should open which displays a series of characters in a grid as in the image below.

**TIP:** If you use the Character Map a lot, you may want to make a Shortcut (alias) to it on your Desktop or add it to your Start menu.

## Using the character map

1. Click the Font list, and then click the font you want to use.
2. Click the special character you want to insert into the document.
3. Click Select, and then click Copy.
4. Click the location in the Worksheet cell or TextPad where you want the special character to appear.
5. Paste the character in one of the following ways...  
Right-click where you want to paste, and choose 'Paste' from the menu.  
Place your cursor where you want to paste and hold down Ctrl and press 'V' (Ctrl+V)  
Place your cursor where you want to paste, open the Edit menu and choose 'Paste to cell'

Tip: GenScriber allows you to drag special characters into the cell being edited. To do this, click the character you want to copy. When the character appears enlarged, drag it into the cell at the position you want to insert it, and release the mouse button.

