

GWorks ("G" as in gold!) is a powerful suite of **tools custom-designed to help genealogists find buried treasure in family trees**. GWorks can sort, filter, compare and perform Boolean searches on the trees you upload and match. You can then tunnel down into the details and find exact matches in your trees, generate surname lists and create Boolean searches based on any criteria you select.

GWorks can analyze GEDCOMs you upload and trees posted by your autosomal DNA test matches on **AncestryDNA** or **Family Tree DNA**. Just follow the instructions for your files. And, if you find GWorks helpful, please consisder making a **donation** so we can continue to innovate!

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## **Upload GEDCOMs**

## Step 1 **D** Upload GEDCOMs to Server

- 1. Log in to <u>DNAGedcom.com</u>. Hover over the **GWorks** button in the menu bar.
- 2. Select **Upload GEDCOM Files** from the drop-down menu.
- Click Select. Browse to the file(s) you want to upload (You can use CTRL+click or CMD+click on a Mac to select multiple files). Note that only files with the .GED extension can be uploaded using this link.
   Click Save the uploaded files.

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- Upload Gedcom Files
- Manage Gedcom Files
- Search Gedcom Files
- View Surname Occurrences
- Compare all your Gedcoms

## Step 2 Match GEDCOM Files

- 1. Select Manage your GEDCOMs from the GWorks Menu.
- Click Match GEDCOM files to analyze the GEDCOMs uploaded above. This process works in the background, finding ancestors who are listed in your matches' GEDCOMs based on the following criteria:

**Exact Match** - Identifies people in your uploaded trees where the name field, birth date and death date are exactly the same in two or more GEDCOMs.

**Exact Match No Death Data** – The name and birth date exactly match, but the death date is not included in the search. This will still find matches with the same name and birth date.

3. GWorks is now ready to use!



 Click the Match GEDCOM Files button on the GWorks' Manage GEDCOMs page each time you add or delete a tree file. While files are automatically matched each night if you forget to click the Match GEDCOM Files button, your results may not be accurate if you try to use GWorks before matching occurs.



New GEDCOMs with the same filename as those on the server are automatically overwritten to avoid duplication.

## Add AncestryDNA Match Trees Beta

Update 4/26/2015: The AncestryDNA Helper has recently been failing. The problem seems to be with the Google Chrome browser and not the extension. Please note that issues of CPUs overheating have been reported. Using it currently is at your own risk, but we recommend until this is fixed that you do not use it.

# Update 9/5/2015: The new <u>DNAGedcom Client app</u> will now download these files. See page 5 in this document for more information.

You can upload lists of your AncestryDNA matches and the people in their public trees to analyze in GWorks, too (currently in beta testing). Another third party tool will help you collect the two files needed.

### **Create Files with AncestryDNA Helper for Google Chrome**

Jeff Snavely developed a free web browser extension for Google Chrome that gives you additional options for working with your AncestryDNA match data right on the web page (a browser extension is a mini-app that you install in a web browser – in this case, Google Chrome – which is a <u>free download</u> for both a PC and Mac).

AncestryDNA Helper (aptly named!) adds buttons to your AncestryDNA pages which can perform a variety of tasks, such as extend search options, compare two test kits, and more.

Best of all is its ability to create two files that can be used with DNAGedcom.com's GWorks: a CSV file containing *all* of your matches and a CSV file containing a list of *all* of the people in their trees. A button also appears on each individual match's profile page to download a list of people just in that match's tree.

Note that these instructions often change as web sites and tools are constantly being tweaked, especially AncestryDNA.

Barbara Taylor, an experienced genealogist and DNAAdoption.com volunteer, writes and updates the <u>full documentation</u> for the AncestryDNA Helper extension, and the community is grateful to her for her work!

### Install the AncestryDNA Helper Chrome Browser Extension

- 1. Download and install Chrome if you haven't already.
- 2. Open Chrome and log in to your Google account. You must be signed into a Google account to get the extension from the Chrome Store (Google+, Gmail, etc.).
- 3. Click the three horizontal lines in the upper-right of the screen next to the address bar.

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Customize and control	Google Chr	ome

- 4. Select Settings.
- 5. Check the Developer mode box on the upper-right of the page.
- 6. Select **Extensions** on the left of the screen.





7. Go to the Chrome Web Store (a.k.a. the Gallery).

Load unpacked extension Pack extension
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8. Select Extensions and type "AncestryDNA Helper" in the search box.



9. Click the blue button and then select **Add** to install the extension.

role	AncestryDNA Helper Jeff Snavely	+ FREE Productivity
Color -	This extension downloads list of matching users and ancestor information.	***** (50

10. A new button appears at the top of your browser. Click this button for more information on using the extension.





- 11. Follow the latest instructions posted at http://www.itstime.com/AncestryDNAHelper.htm.
- 12. Generate and download two files: Matches for (your name).csv. and Ancestors of Matches for (your name).csv

## **DNAGedcom Client for Windows**

If you already have the DNAGedcom Client previously installed, opening it should update it to the most recent release. Or you can uninstall the current app from your computer and re-install it. Go to "Control Panel\Programs\Programs and Features" to uninstall.

Then go to: http://www.dnagedcom.com/app/publish.htm and click "Install" (Version 1.0.5.12).

Depending on your operating system or virus protection you may get a security warning about downloading an unknown program. Select "OK" or "Run anyway". In Windows 10, a box will come up where you have to select "More Info" in order to allow it to download or run.



Open the setup.exe file. Again, depending on your operating system you may get a warning about running an unknown program. Select "OK", "Install" or "Run anyway".



When the app opens, a minimized version will show in your taskbar, right click on it and select "pin to your taskbar" so you will always have it available.

Maximize the app and click on "Options" and select the export folder you wish your results files to go to. And then click "Save".

**	
*	Click here to select export folder
Export Folder: C:\Users\Karin\D	ocuments\DGC
Save DNAGedcom Log UserName: KCorbeil	jin

Below that, log in with your DNAGedcom username and password and click "Connect". A message will appear for a bad log in: "Your username or password were incorrect."

Once you are logged into DNAGedcom, go back to the main page by using the little blue "back arrow" at the top.



On the main page and select "Ancestry".



## **Download Ancestry Match and Ancestors Files:**

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Log in to your Ancestry account and your DNA test profile(s) will show in the drop down menu of the Profile list. Select the

GoToMainPag	e	Ancestry Login	
UserNan	ne:	20001	]
Password	d:	•••••	]
		Change Login	
Profile:		F v	
Gather Ma	Karin		Cancel
Enter Ancestr	Ma K		d choose Logon
	Te Du		

profile you wish to download.

Then click on "Gather Matches". The progress bar will move and a message "Gathering Matches Complete" will appear when complete.

Next click on "Gather Trees". This will take a little longer to process, depending on the number of matches, and the progress bar will show you when it is complete.



<u>۴</u>			
GoToMainPage	Ancestry Login		
UserName:	XXXXXXXXXXXX		
Password:	•••••		
	Change Login		
Profile:	Karin Foley-Corbe ~		
Gather Matches	Gather Trees	Cancel	
Gathering Matches	Completed		

Then go to the folder you selected for the export of these files and you will see them there:

This PC $\rightarrow$ Documents $\rightarrow$	DGC	> Karin2	~
	^	Name ^	Date modified
5		a_Karin_Foley-Corbeil.csv	8/15/2015 7:44 AM
ct		m_Karin_Foley-Corbeil.csv	8/15/2015 7:40 AM
es			

## Upload AncestryDNA Files to DNAGedcom.com

This feature is currently in beta and uses the <u>AncestryDNA Helper Chrome browser extension</u> or the DNAGedcom Client app to create two files, Ancestors of Matches for *yourname.csv* and Matches for *yourname.csv* or m\_yourname.csv and a\_yourname.csv.

Once you've obtained those files, you can upload them to GWorks to include with your GEDCOMs and FTDNA tree lists, if you've uploaded any.

- 1. Log into your **DNAGedcom.com** account.
- 2. Click DNA Kits in the main menu and select Upload AncestryDNA Data (Experimental).

DNA Kits	Family Tree DNA	23andMe	Autosom
Upload	d Ancestry DNA Data	(experimental)	

- 3. On the Load Ancestry page, click the first **Select** box.
- 4. Browse to file on your PC called "m\_(your name).csv." Be sure that the file has the .csv extension on it (if you saved it in your spreadsheet's format, such as Excel's .xlsx, the file will not upload).



- 5. Click the second **Select** box.
- 6. Browse to the file on your PC called "a\_(your name).csv." Be sure that the file has the CSV extension on it (if you saved it in your spreadsheet's format, such as Excel's .xlsx, the file will not upload).
- 7. After both files have been selected, click Load the Files to load them into the GWorks database.
- 8. Then click Process the data. Your files should now be ready to use.

BOTH files must be uploaded to DNAGedcom for use in GWorks.

## Add FTDNA myFamilyTree Lists Beta

This feature is currently in beta and uses the FTDNA tool on DNAGedcom.com to obtain lists of the people in your FTDNA matches' public treesThese lists automatically load to GWorks when you click the checkbox on the FTDNA tool page. (Unfortunately, FTDNA does not allow anyone to create GEDCOMs from these files for privacy reasons, so we are not able to create these directly anymore.) Note: If you just received your test results, transferred your raw data or unlocked your matches on FTDNA, please wait 24 hours from the time you received your full list of matches before attempting the FTDNA myFamilyTree download.

- 1. Log into your DNAGedcom.com account.
- 2. Click Family Tree DNA in the main menu and select Download Family Tree DNA Data (NEW).

Family Tree DNA	23andMe	Autosomal Tools
Download Fam	ily Tree DNA	Data (NEW)

- 3. Log in using your FTDNA Kit Number and password. *Please note that your password is never stored nor shared.*
- 4. To load the files to GWorks, check the box next to **Get myFamilyTree lists**.

Kit Number:			
Password:	5		
Get myFamilyTree li	s: 🔽 - Loads to (	Works - NEW	

- 5. Click Get Data. Your matches' family trees will be loaded to GWorks along with the normal FTDNA download.
- 6. One more step is needed before your files are ready to use, and that's to match the people in the database:
  - a. Select Gworks then Manage GEDCOM files.

GWorks (Gedcom)	Members
Upload Gedcom	i Files
Manage Gedcor	n Files





b. Click the Match GEDCOM Files button. Processing occurs in the background, so you won't see anything on your screen.

While files are automatically matched each night if you forget to click the **Match GEDCOM Files** button, your results may not be accurate if you try to use any GWorks tools before matching occurs.

Match Gedcom files

GWorks is now ready to use!

## Manage your Tree and GEDCOM Files

You can manage your tree and GEDCOM files from the GWorks **Manage GEDCOM Files** menu. Here you can view the files you've uploaded, search on filenames, enable or disable specific trees from being used in GWorks, clear the GWorks database, and delete tree and GEDCOM files. Note that each time you make a change to your GEDCOMs, the **Match GEDCOM Files** button has to be clicked again to update the matches in GWorks.

- 1. Log into your DNAGedcom.com account.
- 2. Select Gworks then Manage GEDCOM files.



3. The following options are available:

#### **Show Files**

Click the **Show** link on the page to display a list of all of the tree and GEDCOM files loaded in the GWorks database.

If you wish to remove or modify your trees,	, click button below to see your list of trees.
show	

#### **Search Files**

You can search for a specific file by typing keywords in the **File Name** box that appears above the list. To filter you results, click the filter icon after you type in your keywords and select the appropriate filter. For more information on using the filter, please see the **Filter section** in this document.



	File Name	Enabled	Delete
	<b>T</b>		
<u>Edit</u>	B.A.DANC		×
<u>Edit</u>	GoneFishing_ANC		×
<u>Edit</u>	Lindt1234_ANC	$\square$	×
Edit	DonDAVIS_ANC	$\square$	×

### **Delete Files**

Simply click the red "X" beside any filename to delete it. You will have to click **Show Trees** again after each deletion. The window will collapse, so to see your files again, click **Show Trees**.

### Enable/Disable Files in GWorks

This option is helpful if you want to work with specific files only. To enable or disable a tree list/GEDCOM from being displayed in your GWorks results, click **Edit** beside the file you want to change. The options to **Update** or **Cancel** appear to the left of the filename.

	File Name	Enabled	Delete
	<b>T</b>		
<u>Update</u> <u>Cancel</u>	B.A.DANC		×
<u>Edit</u>	GoneFishing_ANC		×

Multiple files have to be enabled/disabled one at a time. Check or uncheck the box beside a filename and then click **Update**. The window will collapse after each change, so just click **Show Trees** again to view your files again.

You can also filter the list to only display enabled or disabled files. Check the **Enabled** box at the top of the file list, then select **EqualTo** to see all files that have been enabled. Uncheck the box and select **EqualTo** to see all files which are disabled.

The window will collapse after each change, so just click **Show Trees** again to view your files.

## **Analyze your Trees and GEDCOMs**

Once all of your data files are in GWorks and matched, you can use all of the powerful features available. Advanced options let you created custom Boolean queries with the click of a mouse. You can:



- Search, sort and filter all GEDCOMs.
- Compare people in the trees you've uploaded to see if there are matches.
- Generate a list of surnames and surname occurrences for all of your matches.

You'll notice many errors and omissions in trees when you begin looking closely at them. That's an occupational hazard of genealogy! GWorks is actually a great tool to discover incorrect formatting for dates and locations, misspellings, empty fields, etc. Open GWorks side-by-side on your screen with your genealogy application for easy editing. You can then clean up the information in your genealogy application and reupload the edited GEDCOM to GWorks.

## **Compare (Displays tree matches on your screen)**

Go to the GWorks menu and select **Compare All your GEDCOMs**. A list of people who appear in more than one family tree in your GEDCOM, AncestryDNA and FTDNA tree lists (if uploaded) is displayed.

The last column tells you the number of trees in which a person appears. Tree matches can be sorted, filtered and searched, and matches are shown based on the following criteria:

**Exact Match** - Identifies people in your uploaded trees where the name field, birth date and death date are exactly the same in two or more GEDCOMs.

**Exact Match No Death Data** – The name and birth date exactly match, but the death date is not included in the search. This will still find matches with the same name and birth date.

and	BEDGOM	Home	Information	Family Tree DNA	23andMe	Autosomal Tools	GED Tools	Members	2		Welcome	Log Out
Dr	ag a column header and drop Compare Level		group by that col urname		ven Name	s	Manage	Gedcom Files : Gedcom Files Uploaded Geo	Second Second		Death Date	File
		(v)		(7)		( <b>v</b> )		Gedcom Files		(T)		(T)
>	Exact			M	ary			mame Occure	100 million (100 m		1907-01-01	3
>	Exact			Ra	lph William			e all your Ged	coms		1979-01-01	3
>	Exact			Tł	nomas William		Old GC	J			1934-01-01	3
	Evact			w	illiam				1826-01-01		1900-01-01	3

Click the drop-down arrow next to each person in the list to see which trees they are in. To display all of the tree owners on the screen, click **Expand all** at the top of the list.



No contraction of the second s	DNA								en:			Welcom	ne me
Х	GEDCOM	Home	Information	Family Tree DNA	23andMe	Autosomal Tools	GED Tools	Members					
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					n) [		( <b>y</b> )			<b>T</b>			16
1	C1		Burnett		Mar	y .		F			25 Oct 1826		
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>	Exact	c	raven	TH	omas William	6			1859-0	1-01	19	34-01-01	
	Evact	C	raven	W	Iliam				1826-0	1-01	10	200-01-01	

You can also narrow your search to a specific GEDCOM by typing the name or partial name in the filter box at the top of the screen.

	- Enter File Name filter for match lists
Filter	

## **Download Match List (CSV File)**

Detailed instructions are included later this document.

- 1. Select Manage from the GWorks menu.
- 2. Click Create Match File.

Click this button to create the Match file.

- 3. The file automatically generates in the background.
- 4. To download the file, click Members, View Files.
- 5. The file *match.csv* will be in your GEDCOM folder. Click the GEDCOM folder to see the file.
- 6. Right+click (CMD+click on a Mac) and select **Download** to download the file.
- 7. The file downloads to your browser's default download folder.

## **View Surnames and Their Frequency in Family Trees**

If you see multiple instances of a surname among the trees you've uploaded, you may have a clue for a branch of your family tree. Each surname is listed individually. You'll also see how many trees the name appears in and then how many people in all of the trees have the listed surname.



Expect to see common surnames at the top of the list – Jones, Smith, Williams, etc. You'll also see empty and unknown listed since many people put these in their family trees.

With GWorks' powerful Boolean search tool, you can tunnel down into the surnames displayed on the screen. Sort and filter are described in this section.

Ă	GEDCOM	Home	Information	DNA Kits	Family Tree DNA	23andMe	Autosomal Tools	GWorks (Gedcom)	Members
								Upload Gedcom	
rag a	column header and drop	it here to <u>o</u>	group by that co	lumn				Manage Gedcor Search Gedcom	
	Surname	-				Fil	es	View Surname C	
		1	r					Compare all you	ır Gedcoms
>	Smith					32	5	Old GCU	
>						29	9		
>	Unknown					24	8		
>	Jones					22	6		
>	Brown					20	6		
>	Johnson					20	5		
>	WILLIAMS					19	5		

An expanded view of each surname is available. One click of the small arrow beside each surname displays which trees contain the surname and the people in the tree with the surname. Notice that a new filter bar appears at the top of the list so that you can filter just the trees that contain the selected surname.

File Name	Given Name	Sex	Birth Date	Death D
	<b>T</b>	(T)	<b>T</b>	<b>T</b>
Jwspri	Aaron Burr	U	1738	1822
David	Abigail	F	//1694	//1796
rhonda	Abigail	U	1710	1780
kstov	Abigail	U	1710	1780
Lampton	Addie	U	1891	1972
John	Addison	Μ	//	//
M. D.	Agatha	U	1720	1778

## **Download Surname List (CSV File)**

Detailed instructions are included later this document.

- 1. Select Manage from the GWorks menu.
- 2. Click Create Surname File.

Click this button to create the Surname file.



- 3. The file automatically generates in the background.
- 4. To download the file, click Members, View Files.
- 5. Two files are generated: *surname.csv* contains a list of all of the surnames and *surnamescnt.csv* contains a count of all of the surnames. Both will be in your GEDCOM folder. Click the GEDCOM folder on the left to to see the files on the right.
- 6. Right+click (CMD+click on a Mac) and select **Download** to download the file.
- 7. The file downloads to your browser's default download folder.

### Sort

This is as easy as drag-and-drop, because that's literally all you do. The default sort is alphabetical order by the name of your match's GEDCOM or tree list. Want to see the contents of your matches' GEDCOMs displayed by last name? Click a column header to sort the list by that field or drag the header to the spot that says, "Drag a column header and drop it here to group [sort] by that column." Release. Bam! There's your list... displayed exactly how you want to see it. grouping that way.

	Surname
Drag a column	header and drop it here to group by that column
Surnam	ie
	T

## Filter

You're pretty good with filters already after working with your testing company's web site tools and spreadsheets. But want to be an expert? Try GWorks' filtering tools.

Under each column header, there is an empty text box for you to enter keywords relevant to that field. And next to each box is a

filter filter icon. When you click on the icon, a menu of advanced search query options pops up. These options are your mining tools.

GWorks has made it incredibly easy to use Boolean search logic to target specific data in your tree lists and GEDCOMs. Boolean logic is like having mining equipment dig through multiple layers of rock to reveal gold. You don't have to type lengthy commands or enter correct syntax, either. You can tunnel down into the data simply by typing a search term and clicking specific commands from a menu. And even if you don't quite know what you're looking for, experimenting with different options may help you find out. You can use a combination of filters, too.

## Search

Go to the GWorks menu and select **Search GEDCOM Files**. A list appears on your screen of every person in every family tree in your Member File folders. This list can be sorted and filtered in a variety of ways to power up your genealogical research.

Columns	Parameters	
File Name	GEDCOM / AncestryDNA / FTDNA tree list name	
Given name	First name of a person in a tree	
Surname	Last name of a person in a tree	

## **Searchable Fields in Family Trees**



Sex	Male, M, Female, F, Girl, Boy
Birth Date	Enter a year
Death Date	Enter a year
Birth Place	
Death Place	

Above each column are a text box and a filter icon. Type keywords in the box above the column of data you want to search. Then click the filter icon and select the appropriate filter drop down menu.

Name	Function
NoFilter	Results are unfiltered and all records are displayed.
Contains	Shows records which contain the keyword(s) typed in the search box
DoesNotContain	Excludes records that contain the keyword(s) typed in the search box. For example, if you type Williams in the box, all records EXCEPT those with Williams are displayed.
StartsWith	Shows records that begin with a specific letter or letters.
EndsWith	Shows records that end with a specific letter or letters.
EqualTo	Show records that exactly match the keyword(s) in the box. Be careful with this one, though, since it can easily filter out data that might be important.
NotEqualTo	Show records that exclude a specific keyword(s). Be careful with this one, though, since it can easily filter out data that might be important.
GreaterThan	Use with numeric fields, such as dates.







NoFilter
Contains
DoesNotContain
StartsWith
EndsWith
EqualTo
NotEqualTo
GreaterThan
LessThan
GreaterThanOrEqualTo
LessThanOrEqualTo
Between
NotBetween
IsEmpty
NotIsEmpty
IsNull
NotIsNull

MaEilta

LessThan	Use with numeric fields, such as dates.
GreaterThanOrEqualTo	Use with numeric fields, such as dates.
LessThanOrEqualTo	Use with numeric fields, such as dates.
Between	Ignore this function.
NotBetween	Ignore this function.
lsEmpty	Find empty records in this column.
NotIsEmpty	Display records with data.
IsNull	Ignore this function.
NotIsNull	Ignore this function.

## **Search Examples**

You'll notice many errors and omissions in trees when you begin looking closely at them. That's an occupational hazard of genealogy! GWorks is actually a great tool to discover incorrect formats for dates and locations, misspellings, empty fields, etc. You can then clean up the information in your genealogy software and reupload a GEDCOM to GWorks for analysis. **FTAnalyzer** is also a free tool available to help you find errors in GEDCOMs and trees.



*Tip:* If you have Windows 7 or above and a large enough display, you can use Snap, which is a built-in Windows features that displays selected windows side-by-side. For instance, you can "snap" the web browser containing your GWorks results to the left side of your screen and your genealogy software to the right side of your screen for convenient clean-up without having to swap back and forth between windows. Mac users can purchase software to perform this task.

### **Location Search**

## Please note that location searches can only be performed using the Search tool with GEDCOMs that contain location information. FTDNA and AncestryDNA lists do not include birth and death locations.

If you want to see only the people in your matches' GEDCOMs who were born in South Carolina. Type "south carolina" in the box under Birth Place. Click on the filter beside the box and choose **Contains**. Translation: Show me all of the people who were born in a place that contains the words "south carolina" in it.

The results will include those who were born in Horry County, South Carolina, USA; Columbia, South Carolina; South Carolina, United States, etc., and every other place in your matches' trees that has those two words in it – even if the person was born in <u>South</u> Mountain, North <u>Carolina</u>.

Want to narrow that list down to just Columbia, South Carolina? Click on the text box above the location column. This time type "columbia south carolina" and select the **Contains** filter again. If a GEDCOM has a person in it who was born in a place that contains those words, the record will appear on your screen. You could also use the **Exact** filter but it's so sharp, you'll have to be casesensitive and use the exact same punctuation that's in a record... which means you could exclude someone.

The **Exact** filter does have its place. Want to distinguish between Phillip Smith with two "L"s and Philip Smith with one "L?" Use this filter. If the name is not capitalized in the GEDCOM, though, it won't be displayed on your screen.

All search selections remain in place so you can combine filters. If you want to start a new search, click on the filter icon beside each text box and select **NoFilter**. This will clear the search box and display all of the records on the screen again.

Now clear all of your filters. Select **NoFilter** in each box that contains data. When the search boxes are empty and no filters are selected, all of the people in every GEDCOM display on the screen again.

#### **Name Search**

Just want to see the people in Alan Smith's GEDCOM? Click the **Filename** box and type the words "Alan Smith" (no need for quotes!) in the box. Then click the filter next to the box and select **Exact**. This tells the GWorks search engine to do a plain ol' search on these terms. If a file exists with that name, only the people in Alan Smith's GEDCOM will be displayed on your screen.

However, if "Alan" is actually spelled "Allen," you will get no results using the Exact filter.

Not sure how to spell the name of your match to see his or her GEDCOM? Say the last name is Rabinowitz. You know the first few letters of the spelling. Type "Rabin" in the surname box and then select **Contains**.



If you'd only like to see the Jims in your tree, type Jim in the **Given Name** box. Next click the filter and select **Contains** or **Exact**, depending on whether you want to include spelling variations, such as Jimmie and Jimmy. The more specific your search, the fewer the records that will display on the screen.

Here are some excellent examples courtesy of Diane Harman-Hoog of **DNAAdoption.com**: In the Given Name box, type "Mary." Since you may also want to get Mary, Mary Lou, Mary Ann, etc., in your results, pick the **Contains** option instead of using **Exact**.

This returns a list with the relevant results from your uploaded trees and GEDCOMs:

Given Name	Surname	Sex
Mary	<b>T</b>	(T)
Mary \'Polly\'	Keys	F
Mary Ann \'Polly\'	Black	F
Mary	Craig	F
Mary M.	Muchmore	F
Mary	Mason	F

Next add the **Equalto** filter for Williams. Until the filter is cleared beside the Given Name box, Mary is still used as a search filter. If you want to remove Mary and see all of the Williams in a tree, click the filter and select **No Filter**.

Given Name	Surname	Sex
Mary	(T) williams	<b>(y</b> )
Mary Ann Nancy	WILLIAMS	F
Rady Mary	WILLIAMS	
Mary Elizabeth	WILLIAMS	
Mary	WILLIAMS	F
Mary	WILLIAMS	F
Rosemary	WILLIAMS	
Mary	WILLIAMS	F
Mary	WILLIAMS	F
Mary Ann Nancy	WILLIAMS	F

If you use the **Contains** filter for the Surname, we would also get things like Williamson in the results. You can use the **Exact** if you are sure you are spelling the name exactly as it appears in your tree(s).



Given Name	Surname	Sex
Mary	williams	<b>(7</b> )
Mary Ann Nancy	WILLIAMS	F
Mary Jane	WILLIAMSON	
Mary Anne	WILLIAMSON	
Mary D.	WILLIAMSON	
Rady Mary	WILLIAMS	
Mary Elizabeth	WILLIAMS	
Mary	WILLIAMS	F
Mary A.	MCWILLIAMS	
Mary	WILLIAMS	F

### **Date Search**

Use the **GreaterThan** or **LessThan** filters to find people in trees according to date of birth or date of death. Type the date in the keyword box above the appropriate column and then select a filter. If you select **GreaterThan** and insert a year, say 1800, then only those GEDCOMs containing people born after 1800 will be displayed. If you select **LessThan**, only those people born before the year specified will be displayed. Combine this filter with a locations and/or name filter to get even more specific results.

### **Combining Filters**

By combining filters, you'll learn even more about the people, places and dates in the trees you've uploaded.

Let's look for all people with the surname of Williams born in either South or North Carolina. Type "Williams" (minus the quotes) in the Surname box and select the **Equalto** filter. For Birth Place, type in "carolina" (again, no need for the quotes) and select the **Contains** filter. Remove the filter for Given Name by selecting **NoFilter**.

Notice that the results include both North and South Carolina birth locations for all Williams in your files:

Surname	Sex	Birth Date	Death Date	Birth Place
williams	(T)	(T)	(T)	T carolina
Williams	F	1650	1763	Granville, North Carolina, United States
Williams	М	28 AUG 1824	21 MAY 1896	Pickens, Pickens, South Carolina, United States
Williams	М	10 NOV 1740	08 OCT 1780	Cherokee County, South Carolina, USA
Williams	F	05 NOV 1866	12 NOV 1940	Pickens, Pickens, South Carolina, United States

## Save and Download Data

Create Full file

### Save data to a CSV file

- 1. Select GWorks from the main menu. Select Manage GEDCOM Files.
- In the middle of the page, click the appropriate button to create files in the CSV format a list of ancestor matches, a list of all surnames, and/or a file containing all of your data.



- **3.** These files are created in the background. A progress indicator spins until the process is complete. The new files are saved to your GEDCOM folder under **Members, View Files**.
- 4. Note: Each time you generate a CSV file, it overwrites any existing file in your GEDCOM directory.

#### **Download Saved CSV Files**

- 1. Select Members, View Files.
- 2. Click the GEDCOM folder on the left.
- 3. Select the files you want to download on the right, which include your full surname list, a list of the people who match in more than one tree, and a full file containing all of the uploaded data if you generated them in in "Save and Download Data" (above). You can select multiple files by holding the CTRL key and clicking each one.
- 4. Right-click and select **Download** to save the files(s) to your browser's default download folder.

🞽 Mary		Filename		Size	Date
— 🚞 23andMe	i.	full.csv		38331980	2/13/2015 4:40:14 PM
— 🚞 23andMe		d match.csv		203429	2/11/2015 11:08:43 PM
- 🚞 Ancestry		surname.csv	and the second se	1256468	2/11/2015 11:09:03 PM
- 🚞 FTDNA_		surnamecnt.csv	Open	3810	2/11/2015 11:09:07 PM
Gedcom		🖬 Allen	Delete	544	1/23/2015 8:24:29 PM
- 📔 Raw		Almon	Rename	2000	1/23/2015 8:30:02 PM
		🖬 Arthur	New Folder	374	1/23/2015 8:29:42 PM
		🖬 Barbara	Upload	551	1/23/2015 8:29:40 PM
		🗟 Barbara	Download	)57	1/23/2015 8:29:38 PM

## **GWorks Support**

No results when using search and compare	Contact Support
Wrong or bad data in trees	Email gsupport@dnagedcom.com for Gworks problem.
Duplicates	
Download results/data	Please note that our volunteers strive to answer your questions as quickly
Update GEDCOMs/Trees	as possible but may not be readily-available.
	Donate

### Tips

Duplicates, incorrect names, dates, locations, etc., often appear in family trees, and this is an occupational hazard of genealogy! In fact, using GWorks is a great way to look for errors so that you can clean them up using your genealogy software.



- Keep a master folder on your PC of your GEDCOMs and then back it up somewhere safe, like to a cloud-based service or other computer. We recommend <u>CrashPlan</u> (since we use it and are an affiliate, to help support our free tools).
- Click on the linked names in your results to see the original tree on AncestryDNA and FTDNA.
- Use your genealogy application or FTAnalyzer to check your GEDCOMs for duplicates (<u>http://ftanalyzer.codeplex.com/</u>) before you upload them to the server.
- Before uploading GEDCOMs, go through all the trees you've created or expanded in your genealogy software and create a new GEDCOM for each one, uploading the latest and greatest to DNAGedcom.com. Be sure to then match the files in GWorks on the GWorks Manage page.
- Use a standard naming convention for all of your GEDCOMs so that you can keep track of them, such as Smith John 15 Jan 2015.ged.
- If you're also importing the AncestryDNA files created using the AncestryDNA Helper Chrome browser extension, the AncestryDNA trees will have "Anc\_Match name" their filename.
- You may see duplicate trees when importing AncestryDNA lists, especially if you already have a GEDCOM for that tree stored on the server. Entries in both may not be exactly the same, so use caution when deleting what appear to be duplicate files.
- If you consistently get the same duplicates even after cleaning up files, please reset the data in GWorks. Select Manage,
  Clear Database. This does <u>not</u> delete the files from the server; it just removes them from the database. After you clear the database, then load and match (process) the files again.

## Troubleshooting

## I'm not getting any results when I search and compare.

### Check your files.

Select **GWorks, Manage** and then click **View Trees** to verify that your GEDCOMs uploaded properly. If there are no files listed, please upload GEDCOMS. These files have the .ged file extension on them.

#### Ensure that you followed the steps in the correct order to add data to GWorks 1)

Upload your GEDCOMs to server.

2) Find matches by clicking the Match button.

#### Clear the GWorks database

Select **Manage**, **Clear Database**. This does <u>not</u> delete the files from the server... it just removes them from the database. After you clear the database, then load and match (process) the files.



### I don't see my AncestryDNA matches in my comparisons.

Please note that both files generated by AncestryDNA Helper must be uploaded to GWorks: Ancestors of yourname.csv and Matches of yourname.csv

### Upload (or reupload) your AncestryDNA files.

- Go to DNA Kits, Upload AncestryDNA Data.
- Select the files you created using the AncestryDNA Helper Chrome browser extension.
- Upload the CSV files to the server. Note that <u>both</u> the Ancestors of Matches and the Match CSV files must be uploaded to the server.
- Load the files into Gworks.
- Process (find matches) by clicking the Match button.

### Verify that the Ancestry files are in the .csv format and have not been converted to Excel or another format.

- Locate the CSV files on your PC that you created using the AncestryDNA Helper Chrome browser extension.
- If you've accidentally saved the files in the Excel XLXS format or another format, open them and resave them in the CSV format. Select **File**, **Save as** and select CSV from the drop-down menu beside **Save as Type**. Click **OK**.
- Load both files into Gworks.
- Process (find matches) by clicking the Match button.

### I see the wrong information for the people in my trees

#### **GEDCOMs/Trees Contain Incorrect Information**

The best way to fix errors is to use genealogy software with tools that look for duplicates, correct date and location formats, etc. Once the errors have been corrected, you can create a new GEDCOM and upload it to the server, load it into GWorks, match the files again and then confirm that they have been uploaded using **Show Trees** on the GWorks Manage page.

Also, if you are working with GEDCOMs that have been shared with you by others, their errors will appear in your searches and comparisons.

Ideally, you'll want to review your GEDCOMs before uploading them. You can use a tool called FTAnalyzer to check your GEDCOMs for duplicates at <u>http://ftanalyzer.codeplex.com/</u>.

### **Duplicate GEDCOMs, Duplicate Names**

GEDCOM version-it is easy to catch. You may notice the symptoms when analyzing your data: trees, surname and ancestor match files will have duplicate entries for the same person.

If you upload a fresh copy of a family tree you've been researching, the newer file will overwrite the one in your GEDCOM folder if they have the same filename. But if the filenames are different in any way, they will both be on the server and both of them will be searched and compared.



If you consistently get duplicates even after cleaning up files, please reset the data in GWorks. Select **Manage**, **Clear Database**. This does <u>not</u> delete the files from the server... it just removes them from the database. After you clear the database, then match (process) the files again.

Please check below for possible causes and cures.

### My match lists have duplicates in them.

- Verify that you don't have more than one copy of the same GEDCOM on the server. Click GWorks and then Manage GEDCOMs. Click View Files to see what GEDCOMs are stored on the server. Delete any duplicate GEDCOMs by clicking the red X next to the file.
- Clear the database: Click **GWorks** and then **Manage GEDCOMs**. Click the **Clear all GEDCOM data** button. Then reload the data: Then click the **Match gedcom files** button to find matches in your files. Note that this does not delete your GEDCOMs from the server. It just removes the data from the database until you load it again.
- Be sure you upload GEDCOMs through GWorks instead of from your Member GEDCOM folder. GWorks will automatically place a copy in your GEDCOM folder for you.

### *I uploaded new GEDCOMS to GWorks, but I don't see any new people when I use the Compare tool.*

Each time you upload new GEDCOMs, you will have to reload them to the database and process the data again.

Click the Match GEDCOM files button to find matches in your files from the GWorks Manage page.

### Nothing appears in the match or surname files I downloaded.

Check your GEDCOM folder on DNAGedcom and see if there are GEDCOMs in it.

Log in to DNAGedcom and select Member, View Files.

If the folder is empty, upload GEDCOMs. **Select GWorks, Manage.** If the GEDCOM folder has files in it, please clear the GWorks database, then Load and then Process them again using the instructions in this document.

## How do I?

#### ...upload GEDCOMs?

- You can upload a single or multiple GEDCOMs using the <u>Upload</u> link on the GWorks Menu.
- After uploading your GEDCOMs to DNAGedcom's database, click <u>View GEDCOMs</u> to ensure that they uploaded. <u>Then match</u> <u>the data to use the Compare tool.</u>
- GWorks stores your uploaded GEDCOMs in your Member GEDCOM folder.

#### ...download files to my PC?

#### Search/Compare results:

Click the CSV icon in the upper left of the screen. This will download those specific results to your PC in a CSV file format.

Files stored on DNAGedcom.com (GEDCOMs, lists, surname lists, ancestor comparisons, etc.) :



- Click Members, View Files.
- Click on the appropriate folder on the left side of the file viewer.
- Hold down the CTRL key (CMD on a Mac) and click each file on the right side of the file viewer that you want to download.
- Right+click (CMD+click on a Mac) on any of the highlighted files and select **Download**.
- Your files may download in a ZIP file (depending on size) to your browser's default download folder.

### ...unzip files?

- To unzip files downloaded to your PC, use the built-in extraction utility in Windows (XP and above).
- Right-click on the file and slightly drag it to the left or right.
- Select Extract All.
- Browse to a specific folder on your PC to unzip the files, or accept the default location.

### ... add/update GEDCOMs?

When you want to compare new and expanded trees, be sure to follow the three steps: 1) upload them to GWorks; 2) add them to the database; and, 3) process the data.

Thank you for using GWorks! Please visit <u>www.dnagedcom.com</u> for more great tools. If you found our tools helpful, please consider <u>donating to the cause</u>!