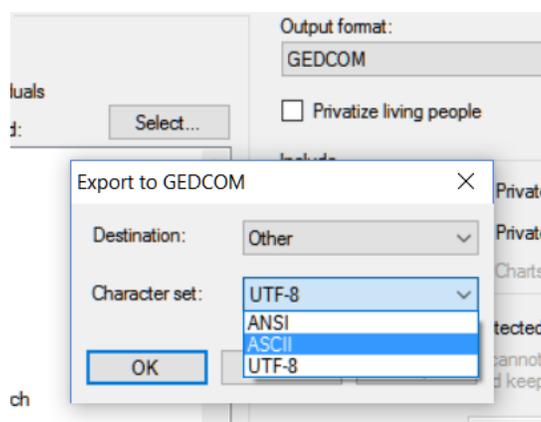


## Using GWorks with your Ancestry files and Gedcoms

GWorks 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](#).

**PLEASE NOTE:** With the release of MacKiev's Family Tree Maker 2014.1 in January 2017 you will need to change the character set when exporting a Gedcom from FTM 2014.1. Select Gedcom as the Output Format, then in the "Export to Gedcom" box, select "ASCII" instead of the default of "UTF-8", otherwise the Gedcom will not load correctly to GWorks. You will not have this problem if you are using FTM 2017.



## Upload AncestryDNA Files to DNAGedcom.com

This feature is currently in beta and uses the [AncestryDNA Helper Chrome browser extension](#) or the [DNAGedcom Client App](#) to create two files, **Ancestors of Matches for yourname.csv** and **Matches for yourname.csv** or from the Client App **m\_profilename.csv** (matches file) and **a\_profilename.csv** (ancestors file).

Once you've obtained those files, you can upload them to GWorks to include with your GEDCOMs, 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**.



3. On the Load Ancestry page, click the first **Select** box. Browse to file on your PC called "**Matches for (your name).csv**" or Client App files "**m\_profilename.csv**".
4. 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. Browse to the file on your PC called "**Ancestors of Matches for (your name).csv.**" or the Client App file "**a\_profilename.csv**".
6. 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.
9. **Please be aware that you can only work with one set of csv files at a time in GWorks. Subsequent files uploaded will overwrite the previous uploads.**

The Ancestry upload page will look like this:



## LOAD ANCESTRY

This allows you to upload the AncestryDNA™ Match and Ancestors files generated by the [DNAGedcom Client tool](#) or Google Chrome [AncestryDNA Helper](#) created by Jeff Snively.

The first file is your "m\_" or "Matches For " file. The second one is "a\_" or "Ancestors for Matches of " file.

After you enter each file, wait for the progress bar to complete indicating that the file has been uploaded. You should then click the Load the files" button to complete the initial load.

After Clicking Load the Files, Click Process the data, which will push the Ancestry data into the GWorks system. You can then use GWorks to compare your information.

Select your DNAGedcom Client "m\_" File here

Select your DNAGedcom Client "a\_" File here

Select your DNAGedcom Client "icw\_" File here

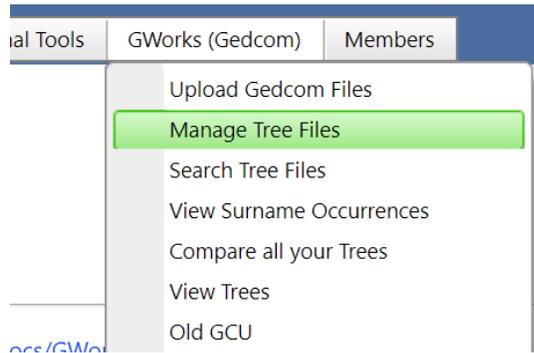
- After selecting the files above, click this button to load the file.

- After loading the files by pushing the button above, click this button to process the data.

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

Lastly you **MUST** go to the Manage page under the GWorks tab and run the Match Gedcom Files to finish the processing.

You **MUST** do this each you add a gedcom or change the uploads of the **a\_profilename.csv** and **m\_profilename.csv** files.



## GWORKS - MANAGE YOUR GEDCOM FILES

This page is where you manage all your Gedcom data.

If you want help with the GWorks system, please check out t

To use the matching tools, you need to match your gedcom:

[Match Gedcom files](#)

## WORKING WITH GWORKS

Thanks to Sue Griffith [http://www.dnagedcom.com/docs/GWorks\\_Howto\\_2-8-16.pdf](http://www.dnagedcom.com/docs/GWorks_Howto_2-8-16.pdf) for her blog post on GWorks. Also see Kitty Cooper's more recent blogs on GWorks: <http://blog.kittycooper.com/2017/06/my-adoption-workshop-and-a-success-with-gworks/> and <http://blog.kittycooper.com/tag/gworks/>



Updated 11-7-2017

Using GWorks you can then tunnel down into the details and find exact matches in your trees, generate surname lists and create various 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.

## SETTING UP YOUR GWORKS ACCOUNT – MULTIPLE ACCOUNTS (Optional)

To use GWorks you need an account at DNAGedcom.com. They are free; set one up for yourself. If you are managing data for separate people who are unrelated, then you need to set up an account for each of them. Otherwise the data will be co-mingled in the one account. The exception might be with close relatives; but we set up separate accounts for Diane and for Jon because the differences in the matches are important.

I help many people with accounts, so I name accounts as follows:

- Harmanhoog-jo
- Harmanhoog-judi

My account is harmanhoog.

Then since GWorks does not verify the email, I use a similar scheme for emails, such as harmanhoog-jo@gmail.com. New registrations at DNAGedcom will not accept the same email address as you may already have on DNAGedcom, so you either have to use an alternate email address or a fake one when registering a new account. If you have a Gmail email address, one trick you may or may not have picked up about Gmail is that you can add in periods anywhere in the front part of your address and it makes no difference whatsoever: john.smith@gmail.com works just the same as johnsmith@gmail.com. What's more, you can add a plus sign and any word before the @ sign (e.g. johnsmith+hello@gmail.com) and messages will still reach you.

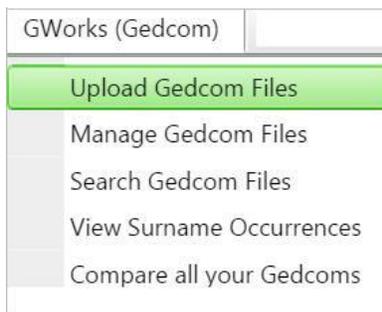
This is easy and the special email address is recognized. Append a plus ("+") sign and any combination of words or numbers after your email address. For example, if your email was hikingfan@gmail.com, you could send mail to hikingfan+friends@gmail.com OR Insert one or several dots (".") anywhere in your email address. Gmail doesn't recognize periods as characters in addresses -- they just ignore them. For example, you could tell people your address was hikingfan@gmail.com, hiking.fan@gmail.com or hi.kin.g.fan@gmail.com.

I might use myemailname+name@gmail.com. If you don't have Gmail, some people just use a fake address such as adding numbers to the prefix.... myemailname123@yahoo.com. Just don't forget your password because a fake email address will not be recognized for a password reset.

For example: I set up a registration on DNAGedcom with the user name yourname-john. The email address is myemailname+john@gmail.com. This then is the account I use to load "John's" data.

## UPLOAD GEDCOMS TO SERVER

1. Log in to [DNAGEDCOM.com](http://DNAGEDCOM.com). Hover over the [GWorks](#) button in the menu bar.
2. Select [Upload GEDCOM Files](#) from the drop-down menu.



3. 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.
4. Click [Save the uploaded files](#).

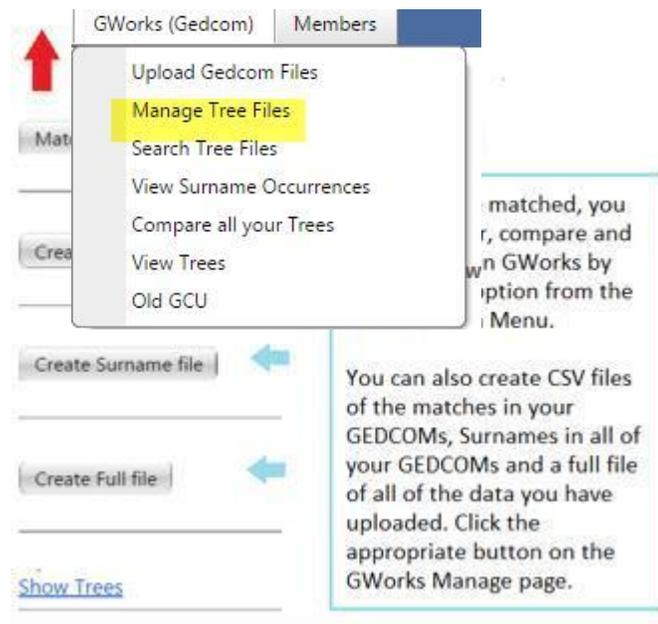
## MATCH GEDCOM FILES

1. Select [Manage your Tree Files](#) from the GWorks Menu.
2. 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 Tree Files](#) 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. Be careful, a file name with (1) inserted in it will not match the same file name without the (1).

## Manage Tree Files



## 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 Tree Files](#).
3. Click the [Show trees](#) 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](#)

If you delete a file, you must refresh the page to see that it is gone.

**SEARCH FILES**

You can search for a specific file by typing the start of the name 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 starts with or contains filter. For more information on using the filters, please see the **Filter** section in this document. It is selecting the filter that kicks off the search.

	File Name	Enabled	Delete
	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	B.A.D._ANC	<input checked="" type="checkbox"/>	<span style="color: red;">✗</span>
<a href="#">Edit</a>	GoneFishing_ANC	<input checked="" type="checkbox"/>	<span style="color: red;">✗</span>
<a href="#">Edit</a>	Lindt1234_ANC	<input checked="" type="checkbox"/>	<span style="color: red;">✗</span>
<a href="#">Edit</a>	DonDAVIS_ANC	<input checked="" type="checkbox"/>	<span style="color: red;">✗</span>

**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.

<a href="#">Edit</a>	Charlotte_Jamieson_Charlotte_Jamieson_ANC	<input checked="" type="checkbox"/>	<span style="color: red;">✗</span>
<a href="#">Edit</a>	ladygwya_ladygwya_ANC	<input checked="" type="checkbox"/>	<span style="color: red;">✗</span>
<a href="#">Edit</a>	R.E._johannakjordan_ANC	<input checked="" type="checkbox"/>	<span style="color: red;">✗</span>
<a href="#">Update</a> <a href="#">Cancel</a>	M.V._karlvacek_ANC	<input checked="" type="checkbox"/>	
<a href="#">Edit</a>	A.B._Bass_Amy_ANC	<input checked="" type="checkbox"/>	<span style="color: red;">✗</span>

Seen under Show Trees

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 create 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 re-upload 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.

I recommend using the Match File instead of the Compare

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.

**HINT:** To use this file, I sort on the [Compare](#) level. Choose [Exact No Death Data](#) as it includes all of the individuals that match on name and date.



Compare Level	Surname	Given Name	Death Date	Files	
> Exact		Mary	1907-01-01	3	
> Exact		Ralph William	1979-01-01	3	
> Exact		Thomas William	1934-01-01	3	
> Exact		William	1876-01-01	1000-01-01	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.

NOTE: Printing this file out does not capture the *Expand All* as of 6/9/2015.



GEDCOM

Home Information Family Tree DNA 23andMe Autosomal Tools GED Tools Members

Drag a column header and drop it here to group by that column

Compare Level	Surname	Given Name	Sex	Birth Date	Death Date
Exact	Burnett	Mary		1826-01-01	1907-01-01
File Name	Surname	Given Name	Sex	Birth Date	Death Date
C J	Burnett	Mary	F	25 Oct 1826	
J A	Burnett	Mary	F	25 Oct 1826	
K S	Burnett	Mary	F	25 Oct 1826	
> Exact	Craven	Ralph William		1901-01-01	1979-01-01
> Exact	Craven	Thomas William		1859-01-01	1934-01-01
> Exact	Craven	William		1826-01-01	1900-01-01

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

### DOWNLOAD MATCH LIST (CSV FILE)

1. Select [Manage](#) from the GWorks menu.
2. Click [Create 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 on the left to see the file which will show 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.

This match.csv file can have a large number of matches. You can get a smaller version that probably contains the matches that you need by choosing the 4<sup>th</sup> cousin or less option in the download. Create a new account in Dnagedcom to handle these smaller file and upload them through the DNA Kits tab. Go through the steps and then run the match file.

In the downloaded match file sort on Match Type. Delete all the Records that say Exact and keep the ones that say Exact No Death. Delete the Match Type column if you wish after this. I then delete the columns to the right of the death place 1 column to make it easier to work with.

Now you are looking for the names of people that are the matches between File1 and File2 names in that record

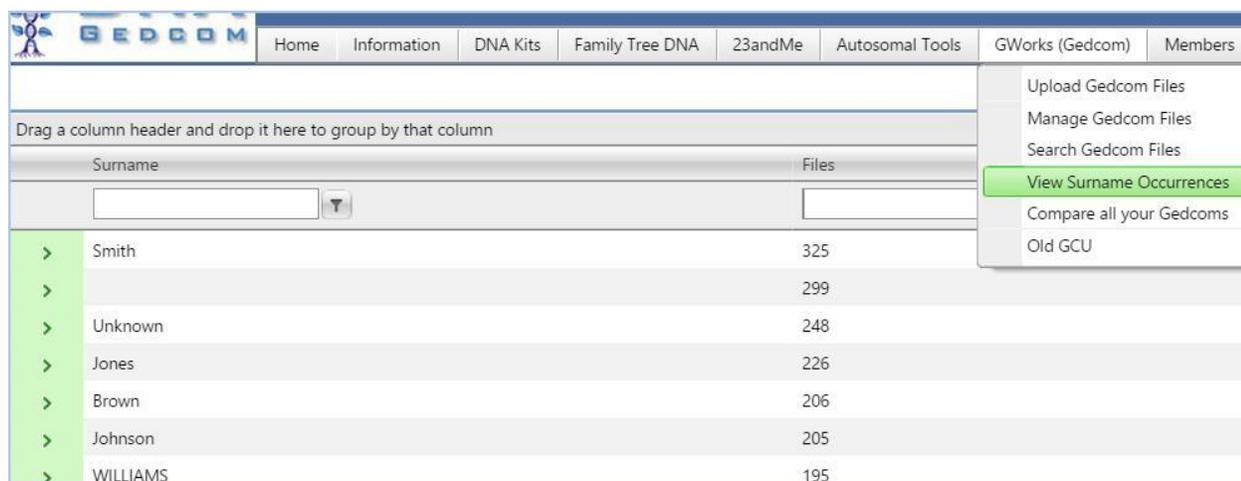
Build out the tree for the File (Tree) with the most matches. Then look for other Files (trees) that match with this Tree. Start a master tree that ties these trees together.

### 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.



Surname		Files
>	Smith	325
>		299
>	Unknown	248
>	Jones	226
>	Brown	206
>	Johnson	205
>	WILLIAMS	195

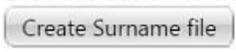
An expanded view of each surname is available. One click of the small arrow beside each surname displays which trees contain the surname and the people in the tree with the surname. Notice that a new filter bar appears at the top of the list so that you can filter just the trees that contain the selected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

[Donate](#)

File Name	Given Name	Sex	Birth Date	Death Date
<a href="#">Jwspr</a>	Aaron Burr	U	1738	1822
<a href="#">David</a>	Abigail	F	//1694	//1796
<a href="#">rhonda</a>	Abigail	U	1710	1780
<a href="#">kstop</a>	Abigail	U	1710	1780
<a href="#">Lampton</a>	Addie	U	1891	1972
<a href="#">John</a>	Addison	M	//	//
<a href="#">M.D.</a>	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](#). 
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 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

You can sort any column by clicking on the header, so if you click on [Surname](#), it sorts A to Z, if you click again, it sorts Z to A. If you have pulled up all members of a particular surname, for example, you can then click on [Given Name](#) and see if there is more than one John Foster Mills, because several occurrences will appear grouped together.

### 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 icon). When you click on the icon, it turns green , and 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.

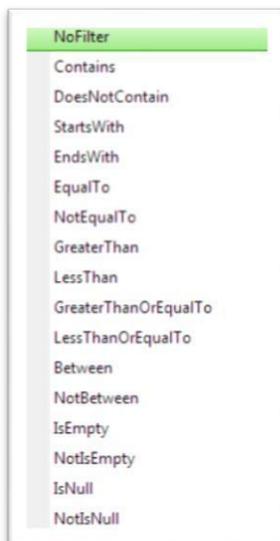
You don't have to type lengthy commands or enter correct syntax, either. You can tunnel down into the data simply by typing a search term and clicking specific commands from a menu. And even if you don't quite know what you're looking for, experimenting with different options may help you find out. You can use a combination of filters, too.

## SEARCH

Go to the GWorks menu and select [Search Tree 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.

<b>Given name</b>	<b>First name of a person in a tree</b>
<b>Surname</b>	Last name of a person in a tree
<b>Sex</b>	Male, M, Female, F, Girl, Boy
<b>Birth Date</b>	Enter a year
<b>Death Date</b>	Enter a year
<b>Birth Place</b>	
<b>Death Place</b>	

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.



*NOTE: Files imported from FTDNA are missing any place names. The date format varies and interferes with a true sort when you download to a spreadsheet*

## BOOLEAN SEARCH FILTERS

Name	Function
<b>NoFilter</b>	Results are unfiltered and all records are displayed.
<b>Contains</b>	Shows records which contain the keyword(s) typed in the search box
<b>DoesNotContain</b>	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.
<b>StartsWith</b>	Shows records that begin with a specific letter or letters.
<b>EndsWith</b>	Shows records that end with a specific letter or letters.
<b>EqualTo</b>	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.
<b>NotEqualTo</b>	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.
<b>GreaterThan</b>	Use with numeric fields, such as dates.
<b>LessThan</b>	Use with numeric fields, such as dates.
<b>GreaterThanOrEqualTo</b>	Use with numeric fields, such as dates.
<b>LessThanOrEqualTo</b>	Use with numeric fields, such as dates.
<b>Between</b>	<i>Ignore this function.</i>
<b>NotBetween</b>	<i>Ignore this function.</i>
<b>IsEmpty</b>	Find empty records in this column.
<b>NotIsEmpty</b>	Display records with data.
<b>IsNull</b>	<i>Ignore this function.</i>
<b>NotIsNull</b>	<i>Ignore this function.</i>

## 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 re-upload 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 feature 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

*NOTE: Location searches can only be performed using the Search Tool with GEDCOMs that contain location information. FTDNA 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](#). (No need for quotes!) 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 South Mountain, North Carolina.

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.

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 old 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.

[Donate](#)

Given Name	Surname	Sex
Mary	williams	
Mary Ann Nancy	WILLIAMS	F
Mary Jane	WILLIAMSON	
Mary Anne	WILLIAMSON	
Mary D.	WILLIAMSON	
Rady Mary	WILLIAMS	

**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				carolina
Williams	F	1650	1763	Granville, North Carolina, United States
Williams	M	28 AUG 1824	21 MAY 1896	Pickens, Pickens, South Carolina, United States
Williams	M	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

You can see that there are a lot of possibilities with different searches. Not all of the filters work yet, however.

You can print the results of these searches by using the [CSV button](#) at the top left.

## SAVE AND DOWNLOAD DATA

Clicking on the [CSV button](#) at the top left of the search screen downloads file to your download folder so that you can use it as a spreadsheet. We highly recommend saving CSV files so you can work with the data.

### SAVE DATA TO A CSV FILE

Some files are generated differently. If you are looking for a match files, a surname file, or a full file of your data, they can be generated from the [Manage Your Trees](#) Screen. These files will be available under [Members/File](#). On that screen click on [GEDCOM](#) on the left and then open the folder on the right and pick your file. By right clicking on the file name you can rename, delete or download the files.

1. Select [GWorks](#) from the main menu. Select [Manage Your Trees Files](#).
2. 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.  
These files are created in the background. It takes a couple of minutes to download the file. The new files are saved to your [GEDCOM](#) folder under [Members, View Files](#).
3. 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 “Save and Download Data” (above). You can select multiple files by holding the CTRL key and clicking them.
4. Right-click and select Download to save the files(s) to your browser’s default download folder.

Required Reading:

[Using GWorks to Identify Family](#)

This document gives specific examples of how to use GWorks to solve problems. GWorks is a very valuable tool. Spending a few minutes to learn how to use it will have a big payoff for you.