

FTM Name, Date, and Place Options

Located on the **Tools** menu under **Options**.

General Tab

The screenshot shows the 'Options' dialog box with the 'General' tab selected. The 'Use fastfields for' section is highlighted with a red box and contains the following checked options:

- Name fields
- Place fields
- Source titles
- Description fields

The 'Merging default' dropdown menu is also highlighted with a red box and is set to 'Keep differences as alternate'.

Merging default:

The dropdown menu shows two options:

- Delete differences
- Keep differences as alternate

Names/Dates/Places Tab

Day: Month: Separator:

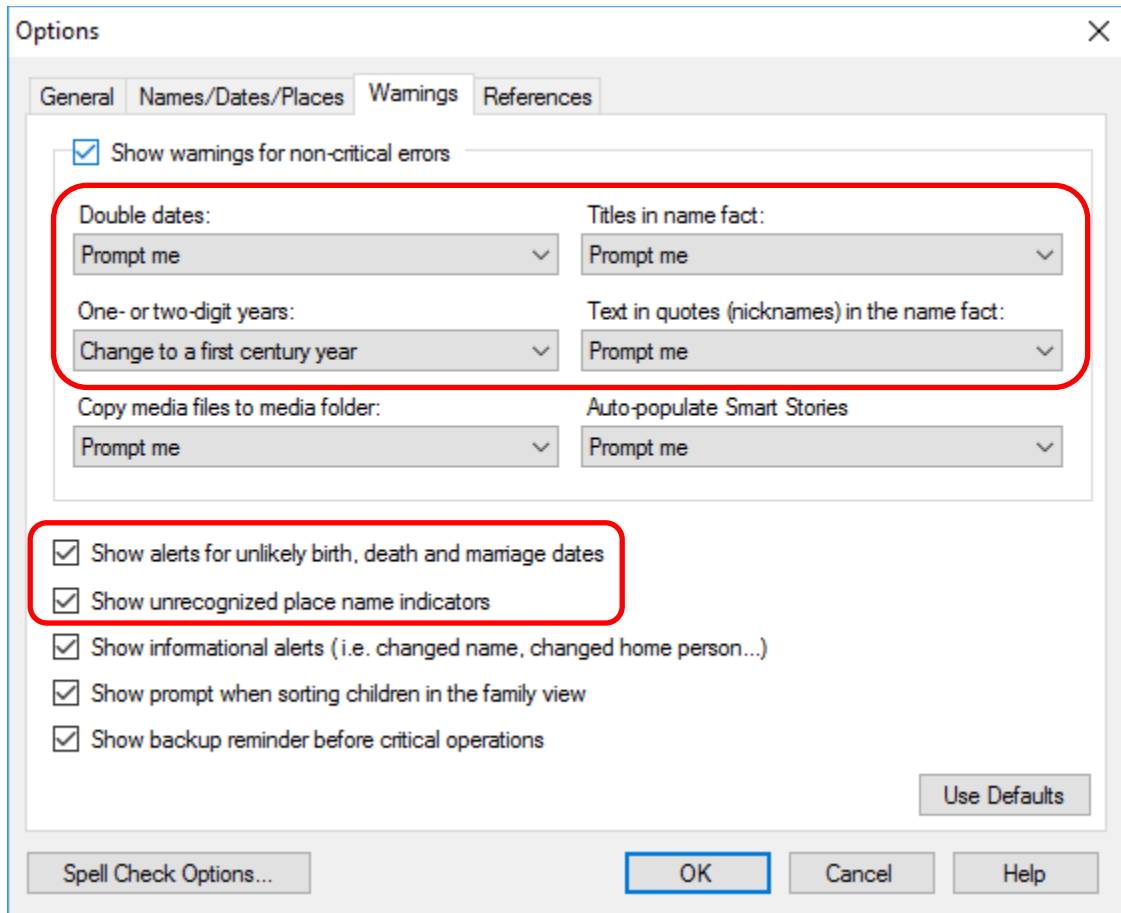
5	March	/
05	Mar	-
5.	3	.
05.	03	.

Ancient date notation:

Use BC & AD
Use BCE & CE

Warnings Tab

Located on the **Tools** menu under **Options**.



Double dates:

- Leave double dates as entered
- Use double date formatting
- Prompt me

Titles in name fact:

- Leave titles in the name fact
- Move titles to the title fact
- Prompt me

One- or two-digit years:

- Change to a first century year
- Change to a more recent century year

Text in quotes (nicknames) in the name fact:

- Leave text in quotes in the name fact
- Move text in quotes to the AKA fact
- Prompt me