Family History

Lesson #3

Merge Duplicates, Edit Info, Establish Relationships
Review Last Week’s Homework

1. Search for records within FamilySearch.org for several of your ancestors.

2. Find or scan photos or documents of some of your ancestors.

3. Upload them to familySearch.org
Family History Checklist

- In the previous lesson, we covered the first 3 items on the checklist...documentation of Birth/Marriage/Death.
Family History Checklist

- Next, we will be covering the next 3 items on the checklist...Merge Duplicates, Edit Information, Establish Relationships.
Merging Duplicates

Merge Persons

Georgina Taylor
27S7-NBG
8 June 1863 – 22 August 1943

Georgina Taylor
LDS1-PF5
9 June 1865 – 1943

Life Sketch

Vital Information

Georgina Taylor and information remaining in this column are deleted at the end of the merge process.
Merging Duplicates

• It is not uncommon for multiple records to be created for the same person.

• Temple Ordinances can often be done many times for an ancestor because multiple records exist.

• Merging duplicate records is an important step to take before printing a Family Ordinance Request (FOR).
Merging Duplicates

• It is not uncommon for multiple records to be created for the same person.
• Temple Ordinances can often be done many times for an ancestor because multiple records exist.
• Merging duplicate records is an important step to take before printing a Family Ordinance Request (FOR).
Merging Duplicates

• Merging duplicates can be difficult when forced to guess if information is correct. Completing the documentation portion first will greatly simplify this process.
MergingDuplicates

- By searching for possible duplicates, you may find another record of the same ancestor that has additional information or ordinance work already completed.
Merging Duplicates

• Merging records will combine the two records into one, bringing over what information you want to keep.

• All Family Tree connections will be maintained.

• A duplicate Temple trip has just been eliminated.
Merging Duplicates

• Here is how to search for and merge duplicate records:

• In Tree View, click on your ancestor.
Merging Duplicates

- Click on Person view.
Merging Duplicates

- Click on the Details view.
Merging Duplicates

- Under Tools, click on Possible Duplicates.
Merging Duplicates

• All possible duplicates will be shown with your original record listed on top.
Merging Duplicates

• If you can tell that someone on the list is not a match, click on “Not a Match”. This will prevent the name from showing up again and from mistakenly being merged with your ancestor.
Merging Duplicates

• To review a possible match in more detail, click on the “Review Merge” Button next to the corresponding name.
Merging Duplicates

- On the Merge Screen you will see your original record on the left, and the possible duplicate on the right.
- Review all data carefully.
Merging Duplicates

• If you decide they are indeed a match, you can select what information to add to your original if it has some data that yours does not. Click on add/replace or reject for each element.
Merging Duplicates

- Important: When you are done, the person and the info. on the left will be kept in Family Tree. The info. on the right will be deleted.
Merging Duplicates

- When finished, click on “Continue Merge”. Merges can always be undone. Type a reason for the merge, then you are done.
Editing Vital & Other Information

• Now that you have found and attached documentation and merged possible duplicate records, we want to make sure that the Vital and Other information sections are filled-in and contain accurate information.
Editing Vital & Other Information

• Vital and Other information is editable.
• Make sure this information is correct.
• Here is how:
Editing Vital & Other Information

- On Tree view, click on your ancestor then person view.
Edit Other Information

- Scroll to “Other Information”.

Other Information

Open Details | Add

Alternate Name
Birth Name
Libbeus Thads. Coons

Birth Name
Labbeys Thadeus Coons ; Sr.

Birth Name
Dr. Lybias Coons

Birth Name
Labbeys Thadeus Coons

Birth Name
Libbeus Thaddeus Coons

Birth Name
Libbeus Thaddeus Coons

Birth Name
Libbaus Thaddeus Coon
• Compare Vital Info. to documentation to make sure they match.
• Exceptions should be mentioned under notes.
• Delete incorrect entries under “Other Information”.
Establish Relationships

• With documentation added to your ancestor and vital information filled-in and correct. Search for parents of your ancestor.
• Documentation may provide you needed clues to find them.
Establish Relationships

• To add a parent, go to Tree View, and click on your ancestor.

• Click on Person view.
Establish Relationships

- Scroll down to “Family Members” and click on “Add Parent”.

![Family Members panel](image)
Establish Relationships

• You have 3 Options:
  1. Add Person
  2. Find Person
  3. Find By ID Number
Establish Relationships

• Find Person: allows you to enter search parameters, names and dates and look for existing records (People already entered into FamilySearch).
Establish Relationships

• Find By ID Number: allows you to enter an already known Person ID Number for your ancestor’s parent. This only applies if you have searched for and found this number in the past.

• Perhaps you compared 3 and settled on one you think is best.
Establish Relationships

• Add Person: If no FamilySearch record exists for your ancestor’s parent, you may have to create it.
• This is done by filling out the Add Person tab.
Hands-On!

• Login to familysearch.org.
• Go to an ancestor. Click on Possible Duplicates and look at some records side-by-side to compare.
• Look at “Other information”, See any errors?
Homework:

1. Keep searching for documentation for your ancestors and attaching them to their records.
2. If you have any that have all three sources of vital documentation, look for possible duplicates.

Next Class: Printing Family Ordinance Requests. [FORs]