

New FamilySearch Practice Exercise 2:

Combining and Separating Records

For this practice exercise, go to the new FamilySearch Web site at <http://new.familysearch.org> and sign in.

**Practice Exercises**

Do the following:

**Combining Records**

1. Click **See Me and My Ancestors**.
2. On the pedigree, click the name of an ancestor.
3. On the individual’s information, click the **Possible Duplicates** tab.
4. (Optional) If there is a possible duplicate listed, click the check box for the record(s), and click **Compare in More Detail**.
   1. Review the information.
   2. If this looks like the same individual, at the bottom, click an option with **Yes**. If not, click **No**.
   3. If there is another record to review, click **Next**.
   4. When you are done reviewing records, click **Done**.
   5. On the confirmation message, click **Combine the Records**. Records where you indicated Yes will be combined with this individual. Records where you indicated No will not be combined.

**Searching for Possible Duplicate Records**

1. To search for other possible duplicates, on the Possible Duplicates tab, at the bottom, click **Advanced possible duplicates search**.
2. On the caution message, click **Continue**.
3. Information about this individual is automatically filled in. Click **Search**.
4. If no close matches were found, click **Refine Search**. Delete some of the information, such as parents’ names or spouse. Or use just the birth year or birth state or country. Then click **Search**.
5. (Optional) If you find one or more matches, click the check box for each record that matches, and click **Compare in More Detail**. Follow the substeps in Step 4 above.
6. Close the Search window.

**Combining Records of Other Family Members**

1. On the individual’s information, click the **Spouses and Children** tab.
2. Click the option button (ico_options_24.gif) in front of a name. Notice the option to **Combine with other siblings** or **Combine with other spouses**. If the same sibling is listed twice, you can select this option to combine those records. This is a quick method for combining duplicate records for a family. **Note:** The combine options do not appear if there is only one sibling or only one spouse.
3. On the individual’s information, click the **Parents and Siblings** tab.
4. Click the option button (ico_options_24.gif) in front of a name. Notice the options to **Combine with other siblings** or **Combine with other spouses** is also available here.
5. On the pedigree, if the **other spouses** button (ico_multi_spouses_36x48.gif) is displayed, click it. Click the tab **Resolve Duplicate Spouses**. Notice how you can also combine duplicate spouses here. Click **Cancel**.
6. On the pedigree, if the **other parents** button (otherparents_20.gif) is displayed, click it. Click the tabs **Resolve Duplicate Fathers** and **Resolve Duplicate Mothers**. Notice how you can also combine duplicate parents here. Click **Cancel**.

**Separating Records**

1. On the individual’s information, click the **Summary** tab.
2. At the bottom, click **Combined Records**. A list of all the records that have been combined for this individual is shown. You can see the details for each record, including the contributor.
3. If there are more than 5 records, click **Next** to see the next group of records.
4. (Optional) If there was a record that you felt was not about this individual, click the check box for the record, and click **Separate Selected Records**.
   1. On the confirmation message, click **Yes**.
   2. Indicate which record you would like to see. To see the record that you separated, click **View this record on the family tree**. Otherwise, click **Close**.
5. Click **Close** to close the Combined Records window.
6. (Optional) On your pedigree, check other ancestors to see if there are possible duplicates for each individual.