

MERGE IMPORTED INDIVIDUALS

When you import GEDCOM files into Personal Ancestral File duplicate records are created for individuals already in your file. This guide will help you merge duplicate individuals you may have downloaded from www.familysearch.org or other sources. You will need to have your family history (PAF) file open.

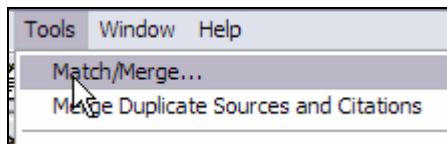
Steps to Merge Imported Data

Use **Merge** where “The people I imported were already in my PAF file.”

Use **Link** where “The people I imported were not already in my PAF file.”

Merge imported individuals

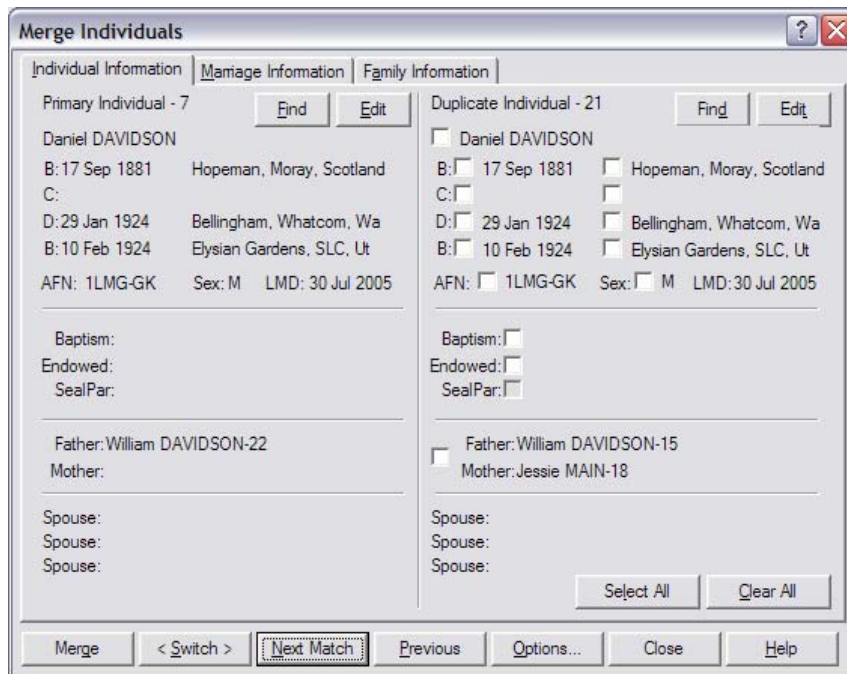
1. From the menu select “Tools” then “Match/Merge...”



2. PAF warns you to make a backup before merging. If you have not created a backup recently, click “Yes” to do so now. (In most cases I click “No”)
3. PAF prompts you for merge options. Leave the default options and click “OK”
4. PAF displays the Merge window, blank. You can choose to have PAF attempt to automatically merge individuals it believes are duplicates, or you can merge specific individuals using the ID number (RIN).

Merge automatically

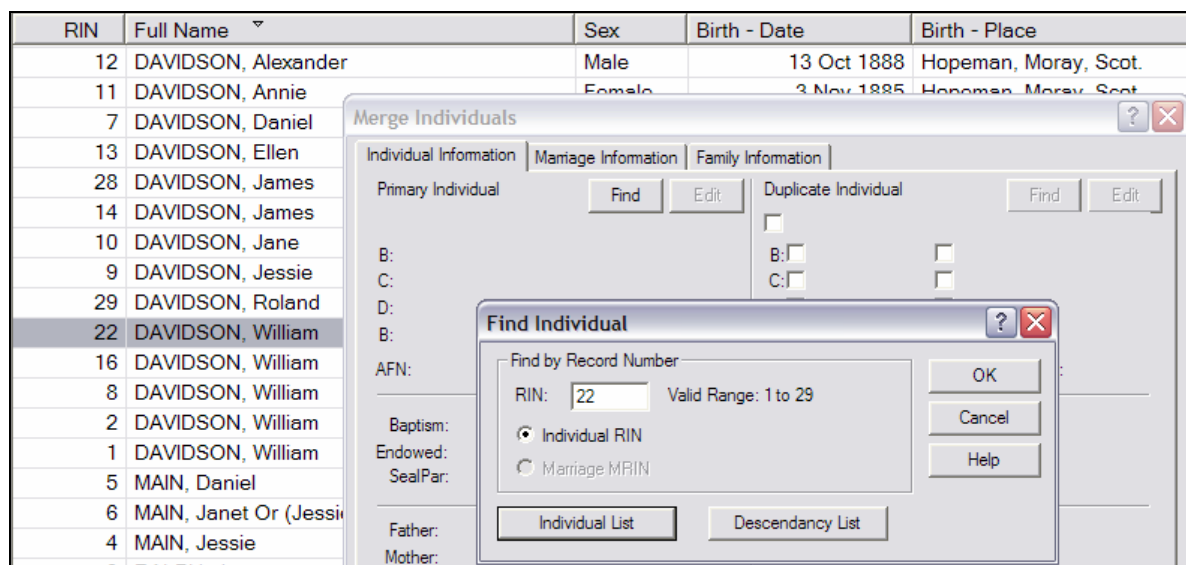
5. Click “Next Match” along the bottom of the window, telling PAF to search for duplicate individuals (in this case by finding names that sound alike.)



6. PAF may find a possible match, in which case it displays one individual on the left and the possible duplicate on the right.
7. Determine if the two individuals are the same person. Check parents, dates and places to be sure. The checkboxes show what pieces of data from the duplicate individual will be retained.
8. If the two sides of the screen represent the same person, click “Merge”.
9. Click “Next Match” to repeat the process until no more duplicates are found. (*Warning: a large PAF file may have hundreds of duplicate individuals. In those cases there are other tools that can help merge the names effectively.*)
10. When there are no more duplicates PAF warns you “No more next matches.” Click OK then Close.

Merge a specific individual

11. Click “Find” for the Primary individual. Type in the RIN number of the person you wish to keep, or use the Individual List button to find them. Click OK to close the Find window.



12. Click “Find” for the Duplicate individual. Type in the RIN number of the person you wish to merge, or use the Individual List button to find them. Click OK to close the Find window.
13. Verify that the two sides of the screen represent the same person, then click “Merge”.
14. Repeat as necessary to merge imported individuals. When you are done click Close.
15. PAF reports how many individuals were merged. Click OK
16. Merging is complete! The individuals you imported are now linked into your PAF file.