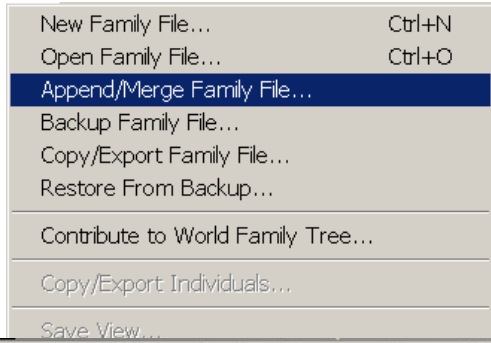


Merging



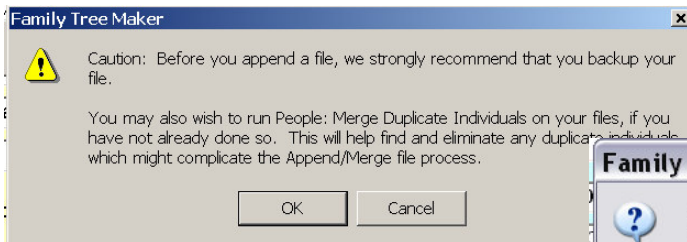
Append/Merge File

- This is for when you have two files you want to make one or when someone sends you their information in a format you can use
- Save the information on your computer
- Make sure both files have data entered in the same format. i.e. dates, places, act. Or the information on like individuals won't merge together. You can fix it manually, but it is a lot of work

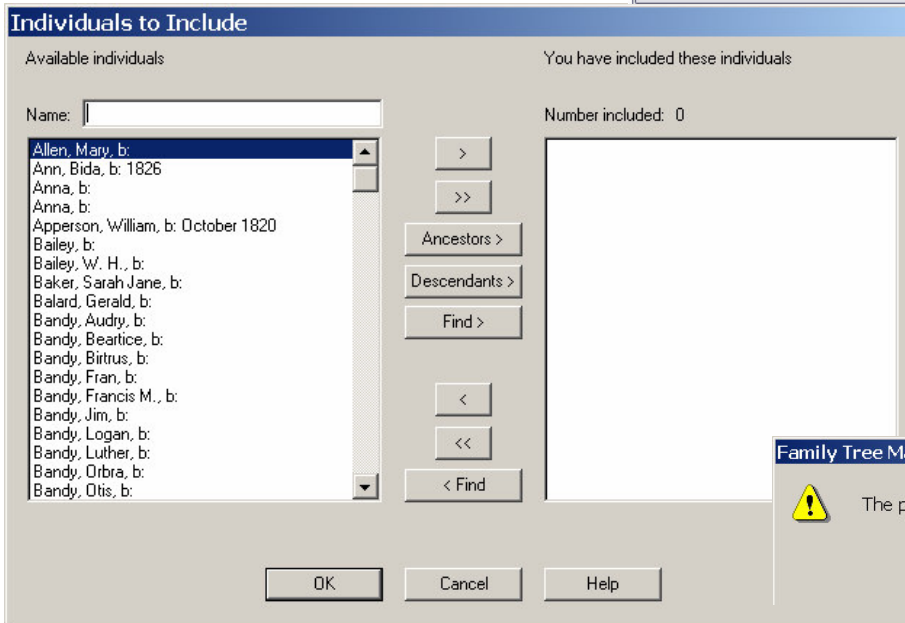
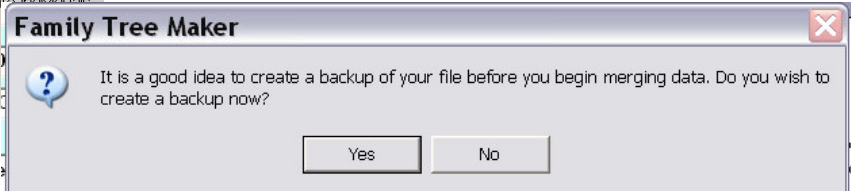
- Be consistent the way you enter city, county, state
- Do not put in Dr, Capt or titles, there is another place to put that information
- If only have given names put \\ after the name so the index will put the name in the correct alphabetical place



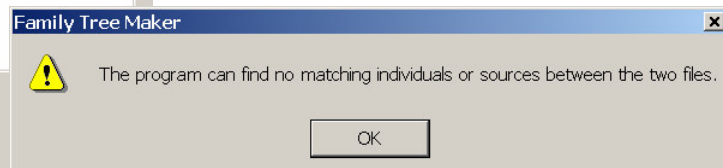
- Make sure you back up each of the files you are putting together
- Open one of the two files. I usually open the bigger of the two
- A dialog box comes up
- Select the file you want to merge with the open file
- Click on Append file

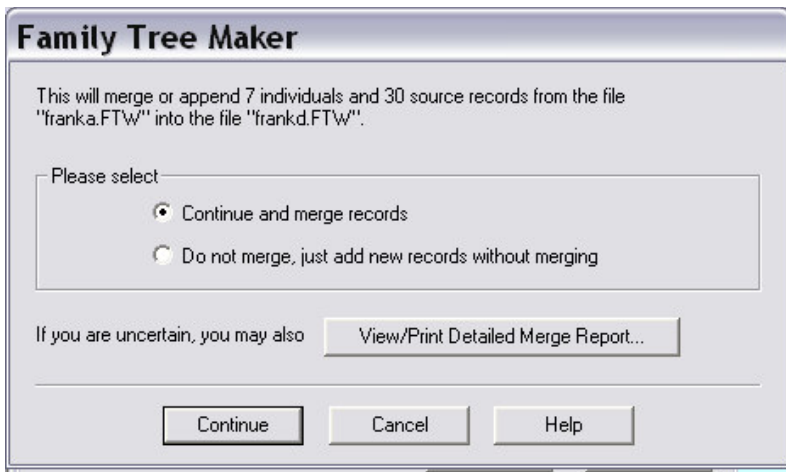


- Click on ok OR yes, no, depending on what version you are using

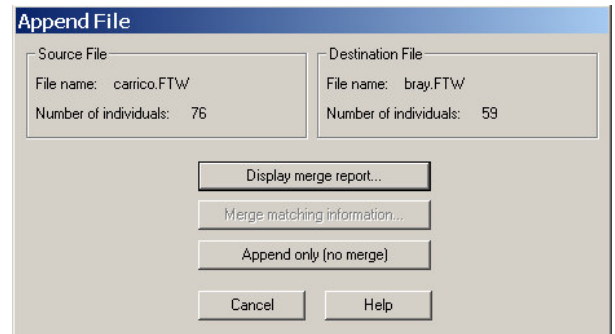


- Click on the >> to move all the names to the box on the right
- OR select just the names you want to append/merge
- OR select a name and all the Descendants or Ancestors
- Click on OK
- You will get the following box if there are no matching individuals between files
- Click on ok

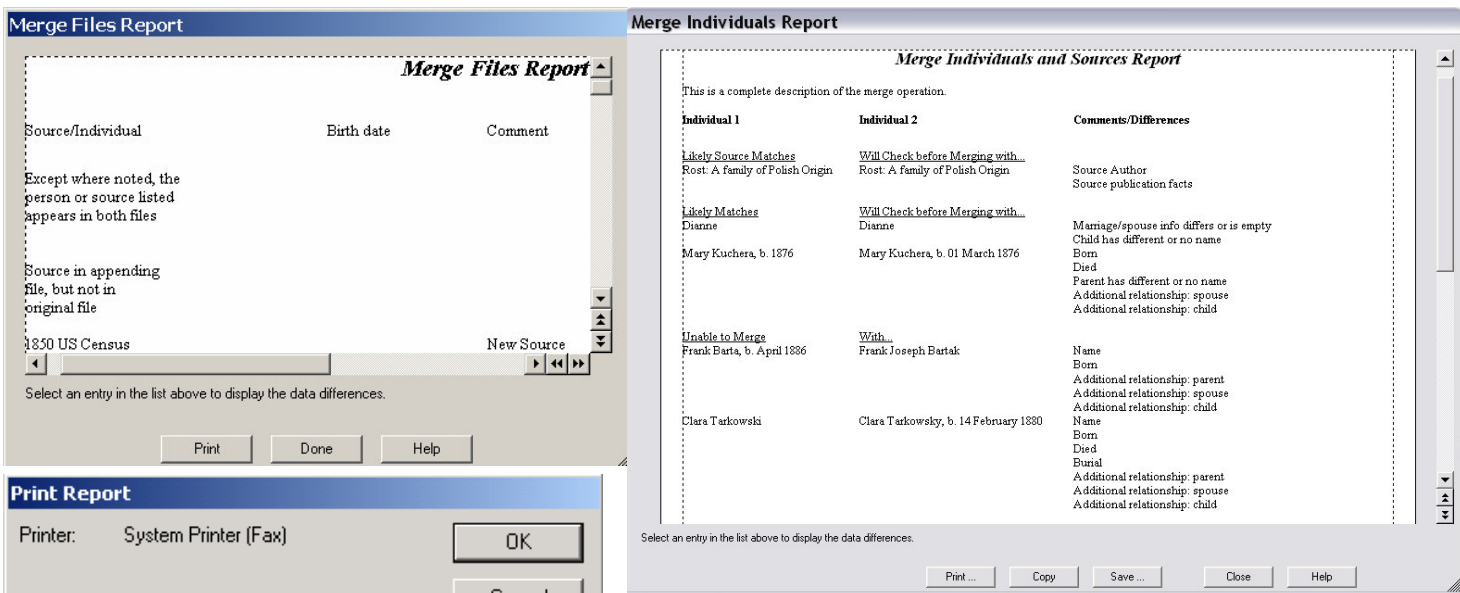




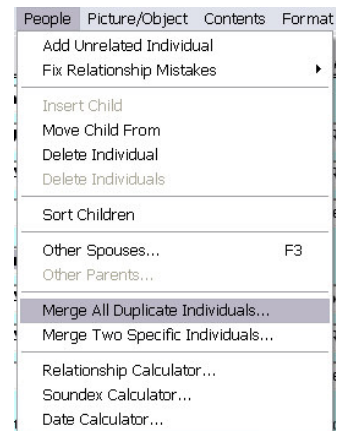
- Version 11 allows for more options the screens look different



- You can then review a report, I rarely printed the reports as they were often redundant and waste a lot of paper, ink, and time. I do print pages from it if I need certain portions of it
- Use the scroll bars to review the report if you need to
- Click on Done when your finished reviewing the report
- If you want to print a portion of it find the page numbers you want and go to print from the file menu and click on pages
- Put the page numbers you want and click print. Version 11 changed this and offers a lot more versatility



Reality check* It is easier and less time consuming to print off the data you want out of someone else's information. You don't have to double check everything and hope that the merge 'finds' all the like individuals. *****



- Merge All Duplicate Individuals or Two Specific Individuals works much the same way. The All Duplicates, will merge two sources that are identical, but only two, they have to be identical in every way in order to be merged