



# MERGING DUPLICATES IN FAMILYSEARCH

## FINDING DUPLICATES

1

Go to an ancestor's information page.

2

Scroll down and look on the right side of the page for "**Tools**".

3

You will see "**Possible Duplicates**" with a number next to it. Normally, it will say 0. Select this if it is more than 0. You may also select "**Find Similar People**" or "**Merge By ID**".

4

Select "**Review Merge**" to compare the possible duplicates.

## MERGING DUPLICATES

5

Two columns will appear after selecting "Review Merge" that will be titled "Possible Duplicate" and "Surviving Person". The column titled "Surviving Person" is your ancestor.

6

Review the two possible duplicates and decide if they are truly duplicates. If they are duplicates, select "**Yes, Continue**".

7

Replace any information from the "**Possible Duplicate**" if it is better than what is already there. Any information in a green box was automatically moved over to your ancestor and may need to be undone if incorrect or not needed.

8

Once you have finished reviewing the duplicates select "**Continue**" and enter in your reason for the Merge. Lastly, select "**Finish Merge**".

**BYU Library**  
**FAMILY HISTORY**

## FREQUENTLY ASKED QUESTIONS

- You cannot merge records of living people.
- You cannot merge records of a living person with a record of a deceased person. If necessary, change the death information on the living person then go thru merge.
- Memories do not display on the screen. However, all memories and notes, sources, and discussions are merged automatically to the person on the left.
- A life sketch does not automatically merge. Choose "Add" or "Replace".
- Read reason statements. Keep the version with the preferred reason statement.