

Using Edit Places in FamilyInsight

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Overview

The Edit Places mode displays every place name in your file. When you open the Edit Places mode of FamilyInsight, the program begins scanning your places and comparing them to a database in the new **FamilySearch**[™] website. This database contains standardized formatting and spelling used by the new **FamilySearch**[™] website. By looking at the status for each place in your file, you will know if they follow the standards set by the new **FamilySearch**[™] website.

Standardize place names make it easier for the new **FamilySearch**[™] website to find records. U.S. States are updated by adding United States. You can specify that you want searches done with the standardized place name and preserve the historic place name thus increasing the probability of finding more possible matches.

Quick Guide

Although we provide these brief instructions, you may also get step-by-step guidance by clicking the

Guide Me  button in the **Toolbar**. The instructions change depending upon what actions you have already preformed and/or which person is selected.

- Open FamilyInsight into the Edit Places mode
- Look down the list of places and click on one with the status marked as either See Suggestions or Unrecognized
- Choose the appropriate place from the Suggestions list
 - If your place is historically correct, click on Mark Valid
 - Choose to search by the standardized place name
- Continue down the place name list to correct all the places in your file

Place Editing

There are three methods for editing places:

Suggestions – When the status of a place says, **See Suggestions**, review the list of options in the **Suggestions** window. Click the appropriate name to replace what you had with the standardize place name. The status changes to **Recognized**. You may also mark the place valid when you know it is

proper.

Normal Editing - Best used for places marked as Unrecognized

- Triple click on the place that needs correcting. You should see the cursor blinking and there should not be any highlighting over the place name. Use the arrow keys on your keyboard to position your cursor and type the changes into this field.
- All instances of this exact place name are changed at once. If the place has a count of 3, all three are corrected. It will not globally correct the specific part of the place you fixed even if it occurs the same way in another entry. **Example:** If you correct the spelling of Massachusetts as it occurs with Boston it will not correct an identical misspelling of Massachusetts with Salem, or Plymouth.
- If correcting a place name makes it exactly like another place on your list, the two will merge into one. The count reflects the combined total.
- Edited place names remain in their current position on the Place List until you click on the column heading and re-sort the list.

Drag and Drop – Used when you have multiple versions of a place due to inconsistencies in data entry. You will probably find these places marked with **See suggestion** and it may be faster to click the standardized place from the suggestions list but you may use the drag and drop method if you prefer.

- Select a place that needs correcting within the **Place Editor** window (Upper left quadrant).
- Using the drag and drop method, move the place that is incorrect to the correct version of the place within the **Place Editor** window (Upper left quadrant)
- When using this method, a window will appear to verify the changes you want to make.
- Read the changes carefully, then click OK or Cancel

Opening and Window Arrangement

Open your file in FamilyInsight and choose **Edit Places** from the **How would you like to start** window. When asked, enter your new **FamilySearch™** website username and password. (By contract with **FamilySearch™** we can no longer store this information.) (For more detailed instructions, please read [Lesson 1: Getting Started](#) in the section called Opening from PAF and Opening from the Desktop Icon.)

If you already have your file opened in FamilyInsight, go to the **Mode** menu and choose **Edit Places**.

Place Editor opens with four windows.

- **Place Editor** window – Upper left quadrant has three columns of information as follows:
 - **Status** – Indicates whether the new **FamilySearch™** website recognizes the place. The status markings are **Searching**, **Recognized**, **See suggestions** or **Unrecognized**. There are no suggestions for unrecognized places.
 - **Place** – Lists every place found in your database. By default, places are listed in alphabetical order from the smallest to largest political jurisdiction or division; i.e. by town, then the county, by state or province, and finally by country.
 - Places that start with commas come first. **Example:** , , France or , Alameda, California, United States will appear on the list before Abington, Lackawanna, Pennsylvania, United States.
 - You can change the sort order by clicking on the **Sort by** drop down arrow and selecting **Largest to Smallest**. This sorts the places alphabetically from the largest jurisdiction to

the smallest, i.e. country, then by state or province, county and finally, by town.

- When you only have the name of a town, followed by commas, they will come first.
- Temple codes will be interspersed with countries
- **Count** – Shows the number of times each place appears in your file. If the count is 3, it indicates there are three instances of this place in your file. However, only one person may appear in the Individual List. Click on the person's name and look at the Details window; the person should have three events that occurred in the selected place.
- **Suggestions** window – Upper right quadrant. This window provides alternate names and formats for locations marked, **See Suggestions**. Simply click on the appropriate place name and your person will be updated. If you believe the place is correct for the time period, mark your place as valid by clicking on **Mark Valid** and do the following:
 - A window appears with the place name listed at the top, followed by, "...is not recognized by new.familysearch.org".
 - The next statement confirms that you that marked it valid and provides you with two options for searching.
 - The options begin with the statement, "When searching new.familysearch.org...". Click the option that best suits your needs.
 - Use [select the standardized place]
 - "Don't use this place for searches". the new **FamilySearch**TM website does not search on non-standard names.
 - Click **OK** after you select your option or click **Cancel** to return to the Edit Places window and continue without marking the place as **Valid**.
 - If you do not know the correct place name, move to the next entry. You can research the place and correct it later.
 - There are no suggestions when the status is **Recognized** or **Unrecognized**.
- **Individual List** window – Lower left quadrant. When first opened, the **Individual List** contains every person in your database, listed in RIN order. When you click on a place name, the Individual List only shows the people connected to that place.
- **Details** window – Lower right quadrant. This window remains blank until you click on a person's name. After clicking on a name, their personal data appears in this window. You may edit their information from this window but if you change a place name, it only changes it for this single instance. Correcting places in the Place Editor window fixes all instances at once.

Sort and Find

You may change the sort order by clicking on the drop down arrow to the right of the **Sort by** field. You have four options: **Status**, **Largest to Smallest**, **Smallest to Largest**, , and **Count**.

You may also change the sort order by clicking on the column headings. The **Place** or **Name** heading changes the alphabetical order from A-Z to Z-A. Clicking the column heading a second time, reverse the order. Clicking the column headings for **Count** in the Place Editor window and **RIN** in the Individual List window, changes the sort order so that the count of 1 is either first or last on the list. Click the column heading again to reverse the order.

To find a specific locality, click your cursor into the **Find** field and type the locality name. The highlight goes to the first occurrence of that place on your list. Click the **Find Next** button to jump to

the next occurrence of the name. After moving to other entries of a place name, you may click on the **Find Previous** button to return to the previous place(s). This is a good way to find counties.

Individual List and Details Windows

When the program opens, every person in your database appears in the **Individual List** window. When you select a place in the **Place Editor** window, only the individuals whose records reference that place will remain in the Individual List. All other names are hidden. When you select a different place, the people connected to that place will appear in the **Individual List** window. You may [multiple select](#) several places to see all the people living in those places.

The **Details** window is empty until you select an individual from the **Individual List**. Once selected, the person's details appear in the **Details** window. Click on **View**, in the menu bar, and click on **Arrange Windows** to restore the windows to the default settings.

You can edit information in the Details window however, if you edit a place name in the details window, it will only edit that specific instance of the name. No global changes occur when you edit places from the Details window. For this reason, you should edit place names from the Place Editor window.

Your changes will not be final until you click Save. We recommend you save frequently.

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