

# Using Full Synchronization Mode to Synchronize your file with the new FamilySearch™ Website

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## *Overview*

The new FamilySearch™ website contains records from many resources including the IGI (International Genealogical Index), Ancestral File, Pedigree Resource File, membership records from The Church of Jesus Christ of Latter-Day Saints, etc. In many cases, there are several duplicate entries of the same person, each with various amounts of information. Think of each entry as a piece of paper with information about your ancestor. One way of organizing paper records is to put all the various papers for an individual into a folder. Our job on the new FamilySearch™ website is the same; find all the entries for one person and combine them. Unlike merging, where you have to decide what information to keep and what to discard, combining keeps all data in one "folder" so nothing is lost.

The full synchronization mode allows you to control what data you want to exchange between the FamilySearch™ website and your file and it helps you clean up your portion of the family tree by combining duplicate records that you mark as a Match. In the process of comparing records you may find that someone was incorrectly combined with another individual. You can use the **Separate** feature of FamilyInsight to "uncombine" them quickly and easily. Even if you do not wish to transfer any information between the new FamilySearch™ website and your file, you should click the **Synchronize** button to combine the matching records and mark your records as Synchronized.

There are some things that FamilyInsight cannot do either by contract with FamilySearch™ or due to constraints of the FamilySearch™ website itself. For now, FamilyInsight cannot:


- Memorize your FamilySearch™ username or passwords (part of our contract agreement)
- Add or receive sources for events, etc. (by request of FamilySearch™ since this feature will be changing). You CAN add and receive notes.
- Combine and Synchronize records when they contain more than current limit set by FamilySearch™.
- Remain logged into the new FamilySearch™ website if FamilyInsight is idle for more than 20 minutes. This is a feature of FamilySearch™. **NOTE:** You can log back into FamilySearch™

without losing your place.

**SUGGESTION:** the new FamilySearch™ website has developed a list of standardized place names that it uses for searching records. To save you time, we recommend that you use the Edit Places mode to clean your places before using Full Synchronization mode. If you choose not to use the Edit Places mode first, you may be required to clarify your places before a search can begin. Please read [Lesson 8: Using Edit Places in FamilyInsight](#) to learn how you can retain your historic place names and still search by the standardized place recognized by the new FamilySearch™ website.

For step-by-step guidance, click the Guide Me button in the Toolbar. The instructions change depending upon what actions you have already performed and/or which person is selected.

## *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 performed and/or which person is selected.

- Open FamilyInsight and select Full Synchronization
- Enter your new.familysearch.org username and password
- Synchronize your personal record if needed
- If you want to change the order of the names in the Individual List, do so now
- Select a name that you want to synchronize with the new FamilySearch™ website and click Search
- Wait for the search results
- If you have possible matches, click on one of the matches
  - You must mark all possible matches labeled Decision Needed, before you can synchronize your records
  - Mark them by clicking either the Match or Not A Match icon
  - Records with Decision Optional should be reviewed but you do not need to mark them unless they are a match. Click the Match icon when appropriate.
- If there are no matches, the status is Ready to Add - Click the Add icon
  - **CAUTION:** To insure the new person is properly linked within the new FamilySearch™ website, first search for and synchronize the person or people they are related to, such as their parents or their spouse.
- Click on the row that says Ready to Sync but do *NOT* click the Synchronize button until you have finished the following steps.
- Review the FamilySearch™ record (right side) and choose what information you want added to your PAF records.
  - Click the dropdown arrow by each event to select an update option
- Review your PAF record (left side) and put a check in the box by any information you want added to the new FamilySearch™ website.
- Remove checks from information you do not want added to the new FamilySearch™ website.
- After careful review, click the Synchronize icon

If, in the process of reviewing possible matches, you find a record has been improperly combined, click the Separate icon. Separate the records before you proceed with your combining and synchronizing process.

## ***Registering with the new FamilySearch™ website – Signing on with FamilyInsight***

When the new FamilySearch™ website becomes available in your area, you must register with the website before you can use it. Registration from the original FamilySearch™ website at [www.familysearch.org](http://www.familysearch.org) does not grant you access to the new FamilySearch™ website. If you have not already registered on the new FamilySearch™ website and it is available in your temple district, please go to [new.familysearch.org](http://new.familysearch.org) and click the green link that says, "Register for the new FamilySearch". When you register, you will create a login username and password. Take careful note of this information, as you need it for FamilyInsight.

## ***Opening and Setting Preferences***

After opening FamilyInsight from either the Tools menu of PAF or from the desktop icon, select Full Synchronization from the How would you like to start? menu. Enter your the new FamilySearch™ website username and password. (By contract with FamilySearch™ we can no longer store this information.) For more detailed instructions on opening FamilyInsight or the basic window arrangement, Details window icons, etc., please read [Lesson 1: Getting Started](#).

By default, FamilyInsight will add the Person Identifier (For example KF27-JNT) for each person you synchronize with the new FamilySearch™ website. The Person Identifier is used to locate these people on the new FamilySearch™ website and shows **Ready to Sync** if the records have changed. You may also reference this Person Identifier in order to quickly find someone in FamilySearch™ or to download a pedigree from Get My Ancestors. We recommend you keep this option checked.

## ***Synchronizing Your Personal Records***

Any time you need help, click the Guide Me button, in the Toolbar of FamilyInsight, to receive instructions on how to proceed.

The first time you try to search a living person, FamilyInsight checks to see if you are in the file so your records can be synchronized first. Synchronizing yourself allows you to see some living people as permitted by the new FamilySearch™ website. The process for synchronizing your records is:

- Open FamilyInsight into the Full Synchronization Mode
- Select your record on the Individual List and click Search
- A window appears asking if your name appears in the file.
  - If your name does not appear in the file, click I am not in this file.
  - If your name is in the file, select your name from the Individual List in this window. If needed, you can use the Find window by entering your name or RIN.
  - If someone in your file has the same name as you, click on the Details button to view the specific details to be sure you select the right person as yourself.
  - The highlight will jump to your name on the list.
  - Click on your name and click I have selected my record..
- The program immediately finds your name on the new FamilySearch™ website and marks your name as Ready to Sync.
- If you save your file FamilyInsight will remember who you are for the next session..





Before continuing, a word about two-way synchronization. This new feature of FamilyInsight means that you can add information contained in the new **FamilySearch™** website to your file and

information entered in your file can be added to the new **FamilySearch™** website. You can also add new people to and from both files.

When your record is marked **Ready to Sync**:










- Select information from your record that you want to add to your records on the new **FamilySearch™** website.
- Select information from **FamilySearch™** to add to your PAF file.
  - Review the records on the right (**FamilySearch™** records) and check each line to see if you want the information added or ignored. Some things are automatically set to **Add** but you may change it to **Ignore**.
    - One of the important things to add is your person identifier so this is automatically set to **Add**.
  - Review the records on the left (your file) and select the information you want to add to **FamilySearch™**.
- Click the **Synchronize** button to add your information to the new **FamilySearch™** website.
- After clicking **Synchronize**, the checked information is added to **FamilySearch™** records and your personal identifier number is added to your file, whether it is a PAF, backup or GEDCOM file.
- You will see the personal identifier listed under **Other Events** in the **Edit Individual** screen of PAF.

## *Icons and Buttons*


- **Dispute Button**  – Click this to enter a dispute or read a dispute comment about the information on the new **FamilySearch™** website. A yellow dot in the window indicates there is a dispute.
- **Notes Button**  – Notes concerning the individual, their name or life event. Click on the button to add or read a note. A yellow dot indicates there is a note.
  - If you are using a GEDCOM file from another program that has name and event notes or if you synchronize records from the new **FamilySearch™** website, you will be able to read these notes in FamilyInsight.
  - While in FamilyInsight, you may add your own notes for the name or event but you will not see them when you return to PAF because it does not have that feature. When you reopen FamilyInsight you will see the event notes.
- **Source Button**  – Click the button to add or read the source information for that event. A yellow dot indicates a source has been added.
- **Unrecognized/Recognized Place**  – A yellow dot along with the place highlighted in yellow indicates that the place name is not recognized by the new **FamilySearch™** website. Click the flag to select a standardized place name for searching. A gray flag indicates that the place is recognized by the new **FamilySearch™** website.
- **New** – Click to add a new event and/or person
- **Delete** – Click to delete the person from your file
- **Show/Hide Child/Children** – Click to show the children of that marriage
- **Place names** – Unrecognized place names appear in a field that is actually a button. Click to see options for searching within the new **FamilySearch™** website.
- **Parents, Spouse and Children** – These people appear in a field that is actually a button. Click

to see their individual details.




## Ordinance Status Icons

- Your file has ordinances for this person.  
- You have synced this record with FamilySearch family tree and there are ordinances that are ready to be done.  
- You need to sync relatives connected to this person.  
- More information is needed.  
- This indicates that this person's ordinances have all been reserved by you or someone else. You will not get this icon until you have tried to reserve this person's ordinances. **R** 

## Synchronized Icons

- The two chain links symbolize the two databases; your record (on the LEFT) and the **FamilySearch™** records (on the RIGHT).
-  The record has been synchronized.

PAF Insight and FamilyInsight use pink highlighting to indicate differences. The program makes no judgment about the data but simply highlights differences between the records on the right and the left. Building upon the use of pink to indicate there is a difference the following applies.

-  When the right link (**FamilySearch™** side) is pink, something about that person's records has changed in the new **FamilySearch™** website.
-  When the left link (your file's side) is pink, something in your file has changed.
-  When both the right and the left links are pink, something has changed with both your file and the **FamilySearch™** file.

The symbols alert you to changes but you do NOT need resynchronize unless you WANT to. **NOTE:** Changing the spelling of a place name after you synchronize a record will trigger the left link to turn pink, therefore, it is **strongly** recommended that you use Edit Places to correct your places **before** you start synchronizing the records.

## Synchronizing Other's Records

All of the names in the PAF file appear on the Individual List in RIN order and there are no filters to hide records. Synchronizing records works best if you work with a nuclear family, therefore, you may find it helpful to sort your records by surname, especially if members of one family were entered at different times and their RINs are not close together.

## Status Notations and Highlighting

- **No Status Notation or Highlighting** – The records are ready to search.
- **Checking Places** – FamilyInsight checks your places to verify that the new **FamilySearch™** website recognizes them. The Checking Places status disappears when finished.
- **Yellow** – Alerts
  - **Highlighted Pedigree number** – Indicates this person is not part of your main pedigree. You should try to link them to your main pedigree before proceeding to synchronize with **FamilySearch™** website.

- **Red** – Stops you from searching for this person and synchronizing them with the new **FamilySearch™** website until you resolve the problem.
  - **Merge needed**
    - The person may be duplicated in your records.
    - Skip this person or open the **Merge** mode.
    - Merge all duplicates.
    - Using the Toolbar icons, mark other pairs as **Not A Match** if they are not duplicates.
- When you are unsure, mark them for Research. (To learn more about merging records, please read [Lesson 4: Merging Duplicate Individuals Using FamilyInsight](#))

## Comparing Records and Selecting Data to Transfer between Your File and the new FamilySearch™ website

Comparing records and synchronizing them is a two part process. First, decide whether your person and the people listed as possible matches are the same person. Click **Match** when they are the same and click **Not A Match** when they are different people. Next, decide what information you want to synchronize with the new **FamilySearch™** website.

You can click the **Guide Me** button, in the Toolbar, and receive instructions on how to proceed. The instructions change depending upon what has been done and what is highlighted.

To begin a search, select a person from the Individual List then click on the Search button in the Toolbar.

- If the person you selected is alive, you will get a message about living people that says, "**[Person's name, RIN #] is listed as living. To search for a living person, FamilyInsight must start with you. Please select the person representing you.**"
  - If you are in this file select your record and click on "I have selected my record".
  - If you are not in the file select "Cancel the Search."

**NOTE:** Since the new **FamilySearch™** website was designed to track our deceased ancestors and keep the information on living people strictly confidential, we recommend that you do not add or synchronize living people. Not even the person you add will see what you entered, so keep their records in your personal genealogy database but not in **FamilySearch™**. The exception is, add a living person (name only) to connect yourself to a deceased person.
- If the initial "Checking Places" scan detects an unrecognized place, the place icon (flag) next to the place will have a yellow dot. Click the flag.
- Your place name appears at the top of the window, followed by a standardized place name recognized by FamilySearch. Select the correct place and choose Change All Instances.
- If you want to keep the place as you have it, choose Mark Valid.
- The message window notes that your place name is not recognized by FamilySearch and offers a standardized place name as alternate for searching.
  - Your place name appears at the top of the window, followed by a standardized place name recognized by **FamilySearch™**.
  - If the name does not fit your place, click the drop down arrow and select the appropriate place name.
  - Make sure there is a green dot in the option for **Use:** [for searching].
  - If none of the options fit, click on the, **Don't use this place for searches** option and click **OK** or click the **Cancel** button.

- You may also manually correct or clarify the place name and try the search again.
- Once the search begins, the **Search Details** window (upper right) displays the search process.
- As FamilyInsight finds matches, their names are listed in the **FamilySearch name** column in the **Individual List** window (upper left).
- The status of the search results is marked as either **Decision Needed** or **Decision Optional**, depending upon the percentage of probability of the match.
  - **Decision Needed** – All records marked, **Decision Needed**, *must* be designated as either a **Match** or **Not A Match** before you can synchronize your records. The **Match** and **Not A Match** icons appear in the Toolbar.
  - If you mark more than one set of records as a match, the new **FamilySearch™** website combines those records when you start the synchronization process.
  - **Decision Optional** – Review the records with this status and decide if they are a match for your person. Mark them as a **Match** when it is the same person. Mark them as **Not A Match** or leave it unmarked if you are unsure.
- In the **Details** window at the bottom of your screen, compare the information from the new **FamilySearch™** website (on the lower right) with the information in your file (on the lower left) to determine if they are the same person.
  - If you do not see the Details window, click the **View** menu and select **Arrange Windows**.
  - **You will not be able to select any information for updating in this phase.**
  - You may see multiple sets of information that has already been combined for the person in the new **FamilySearch™** website. Each name and event type is clearly labeled.
  - After marking all records with the **Decision Needed** status, and marking the **Decision Optional** records as appropriate, click on the person marked **Ready to Sync**.

### Names, Date and Places – Storing Multiple Opinions

Once you click on the row marked **Ready to Sync** you may begin the process of selecting what, if any, information you want added to and from your file and **FamilySearch™**.

The new **FamilySearch™** website, PAF and other genealogy programs have the ability to store more than one set of dates and places for a person's birth, christening, marriage, death and burial, etc. In PAF, these additional life events appear in a section called **Other Events**. Therefore, if you have different information in your file or find conflicting data in the new **FamilySearch™** website, you do not have to choose to keep one set of information and lose the other. You can select the information that you would like to add to your record, choose how you want it added. You may also select information from your file that you want to add to the new **FamilySearch™** website.

- **First, review your records (left side) and check or uncheck information that you have in your records but is missing in the new FamilySearch™ website. The check box is next to the vital information, such as the birth, death or marriage information.**
  - **New information in your file automatically has a check in the box.**
  - **Checked information will be added when you click the Synchronize icon.**

Selecting the information that you want added to your file from the new **FamilySearch™** website has changed somewhat from previous versions of Insight. Information that you want to add or update from the new **FamilySearch™** website to your file is selected from a

drop down menu next to the name or event field. Your options are:

- **Add as #1** – Replaces your information with the new FamilySearch™ website data and moves your data to the secondary position.
  - On the FamilyInsight window, your information appears underneath the the new FamilySearch™ website information for that event.
  - When you return to PAF, the new FamilySearch™ website data appears in the Events section of the Edit Individual window and your original information appears in the Other Events section.
  - PAF adds the appropriate subheading, such as Birth, Death, etc., to identify the specific event.
- **Add as new** – Default for life events with no matching data fields in your file.
  - When you have conflicting data, this option leaves your information and adds the data from the new FamilySearch™ website.
  - On the FamilyInsight window, you will see your information listed first and the new information listed underneath.
  - When you return to PAF and open the Edit Individual screen, your information remains in the Events section at the top of the window while the new information appears in the Other Events section. PAF adds the appropriate subheading (Birth, Death, etc.) to identify the event.
- **Ignore** – default for life events with matching data fields you have in your file.
- **Replace mine** – overwrites the data in your file with the selected data from the new FamilySearch™ website
- Only records marked as Replace mine, Add as #1, or Add as new, will be added to your file when you click Synchronize.

For Marriage events, first choose whether you want the marriage information from the new FamilySearch™ website added to your file. From the drop down box underneath the marriage heading, choose from the following:

- **Match with MRIN #** – This option allows you to indicate that the couple in the new FamilySearch™ website is the same as the couple with that MRIN # found in your records and prevents duplicates in your file. If the individuals in your file already have FamilySearch Person IDs and these IDs are different than the records you are matching them with, you will not have this option and should go to their personal records and combine duplicates.
- **Add** – Adds the marriage in as a new marriage for the individual when you update your records. The spouse will be added to your file. Use Add *only* if the spouse is not in your file.

NOTE: You can set your preferences for new spouse (or parents) by clicking on the Edit menu and choosing Preferences. On the FamilySearch™ tab, under the heading, "Default setting for new spouse or parents in from FamilySearch™ and IGI", select Ignore instead of Add.
- **Ignore** – If you choose this option, no marriage information will be added to your file when you update your records. To avoid duplicating the couple and their children in your records, if neither spouse has been synchronized, choose Ignore.

Next, decide how you want to transfer the actual marriage event data (date and place) and/or the sealing information if it is listed.

- **Replace Mine** – Replaces the information in your file with the information from the

new FamilySearch™ website.

- **Add as #1** – Adds the information as the primary data for this event. Any information you had for the event will move to the Other Events section for the marriage.
- **Add as New** – Keeps your original information as the primary information and adds the new information under the Other Events section in your file for this marriage.
- **Ignore** – Choose this if you do not want to update any information for this marriage.

For Parent information, first decide whether you want the parent's information from the new FamilySearch™ website added to your file. The choices are:

- **Match with MRIN #** – Select this option if the couple in the the new FamilySearch™ website matches the couple in your file. This allows you to select information from the the new FamilySearch™ website to add to the corresponding Marriage RIN in your file. If the individuals in your file already have FamilySearch Person IDs and these IDs are different than the records you are matching them with, you will not have this option and should go to their personal records and combine duplicates.
- **Add** – Adds the individuals listed as a new set of parents.
- **Ignore** – Choose this if you do not want to add or update any information for parents.

**NOTE:** You cannot add siblings of the person you searched for from this screen. You will need to search for their parents and add the children from the parent's records.

Adding children of the person you searched for is very easy. Under the heading Marriage, set the option to Match with MRIN [#]. Click the Show Child or Show Children button. Select the children that you want to add to your file by clicking the drop down arrow by Ignore and change it to Add. When you click the Synchronize button, the children will be added to your file. You should find the newly added children in your file and synchronize them.

**NOTE:** You may set your preference for how you generally want to handle new information.

- Click on Edit and select Preferences
- Click on the FamilySearch™ tab
- By the heading Default setting for new spouse or parents... choose either Add or Ignore. We recommend you keep it on Ignore to avoid accidentally adding duplicate children to the family.
- You may manually override the default option in the Details window

## Disputes

You may dispute information found in the new FamilySearch™ website by clicking on the Dispute button (red "not" icon shown in previous section called "Icons and Buttons") to the right side of the individual event, or ordinances in the Details window. Clicking this icon also allows you to read disputes from others have entered.

**NOTE:** Disputes should be done sparingly. Adding new opinions and documenting those opinions is preferred to disputing. As others look at the conflicting assertions, they can judge the accuracy by looking at the notes and sources that back up each opinion.

Take your time and combine information carefully!

**REMEMBER: Make ALL changes and choose all options before you synchronize the records.**

After selecting the information for synchronization, and reviewing any disputes, click the Synchronize icon, on the Toolbar. When the two way synchronization is completed, you will see the results on both sides of the Details window.

**NOTE: The new FamilySearch™ website limits the number of records that can be combined and prohibits additional combining if it would exceed their current limit. If you receive a message to this affect, you will not be able to synchronize your records for that person at this time. You can look at the previously combined records to see if someone was combined incorrectly. If so, click the [Separate](#) icon to separate the records, then proceed with combining and synchronizing.**

Repeat the process to select other people for searching. If you choose to search for more than one person at a time, one search must end before the next search will begin. You may multiple select names but you should check each name and make any necessary corrections as indicated by their status.

### *Adding People from Your File to the new FamilySearch™ website*

The new FamilySearch™ website is meant for tracking deceased people so there is no need to add your living children or grandchildren. If living people are LDS, their membership records are in the system but you are blocked from seeing them to protect their right to privacy. Use PAF to track your living family. You should only consider adding the names of your living parents and/or grandparents in order to connect yourself to your deceased ancestors.

When there are deceased people in your file, not listed in the new FamilySearch™ website, you can add them using FamilyInsight.

- To insure the new person is properly linked within the new FamilySearch™ website, search for and synchronize the person or people they are related to, such as their parents or their spouse.

**NOTE: You cannot add the new person from their relatives' records. This means, if you search for a man and find him in FamilySearch™ website, but not his wife, you can update his records but you cannot add his wife from his records. However, when you synchronize the wife you can check their marriage information and that will be added and they will be linked in when she is added onto the new FamilySearch™ website. The same is true for adding a child.**

- Find the person in your file that you want to add.
- Search for him or her on the new FamilySearch™ website.
- If they cannot be found, the status will be marked as Ready to Add.
- Click the Add icon to add them onto the new FamilySearch™ website.

### *Separate*

While looking at records on the new FamilySearch™ website, you may find people that have been combined incorrectly and you want to separate them. There are often a considerable number of records that need to be removed from the original person and combined as a separate individual. This is a tedious process when doing it manually on the new FamilySearch™ website.

When you are trying to synchronize a record from your file with the new FamilySearch™ website and find your person's records have been incorrectly combined with another person's (such as a parent, sibling, or cousin), you can use the FamilyInsight "Separate" feature to correct the situation.

The Separate button will become active after the search has completed for this person in your file

- When you find a match but the matching person needs to be separated into two or more people, click the Separate icon.
- A new window will open.
- All of the variations of names, event dates and places, ordinances, spouses, and parents will be listed on the left.
  - The number of people that have been combined into one may, at first glance, seem overwhelming but the process is actually quite simple and much faster and easier than doing it in the new FamilySearch™ website.
- A blank window marked Person 2 appears on the right.
  - As you separate the unwanted people from your ancestor's record, their information will be transferred to this window.
  - You will be able to see if you need to return anything to your ancestor's window.

**EXAMPLE: The Separate page shows John Smith as follows:**

<b>Birth / Birthplace</b>	June 1790	New York
<b>Birth / Birthplace</b>	June 1790	Smalltown, New York, USA
<b>Birth / Birthplace</b>	January 1830	New York
<b>Birth / Birthplace</b>	12 June 1790	NY, USA
<b>Birth / Birthplace</b>	13 June 1790	Smalltown, New York, USA
<b>Birth / Birthplace</b>	Abt 1790	New York
<b>Birth / Birthplace</b>	1830	Of Chicago, Illinois
<b>Birth / Birthplace</b>	31 January 1830	Chicago, Illinois
<b>Birth / Birthplace</b>	12 June 1790	New York
<b>Parents</b>	James Smith	Mary Jones
<b>Parents</b>	James Smith	Mary Jones
<b>Parents</b>	John Smith	Alice Carter
<b>Parents</b>	James Smith	Mary
<b>Spouse</b>	Alice Carter	—
<b>Spouse</b>	Alice	—
<b>Spouse</b>	Mary Walker	—

Spouse	Mary	—
Spouse	Alice Carter	—
Spouse	Letitia Miller	—

- The individual you want has a birth date of 12 Jun 1790. His parents are James Smith and Mary Jones and his wife is Alice Carter.
  - FamilyInsight will NOT highlight your information on this page.
  - **Green highlighting**, added for the purpose of this lesson, indicates the person you want to keep.
  - **Yellow highlighting** identifies information belonging to someone else.

As you review the data, remember that you want to keep the information for the person you were searching for and remove the others. To do this, identify a name or an event that appears to belong to an unwanted person.

The separating process allows you to remove the unwanted person or people.

- Select the birth date of January 1830 in New York and choose Move to person 2.
- All records that have that exact same birth date and place will be moved to Person 2 on the right panel of the screen.
  - You will see the parents of this person, John Smith and Alice Carter and his wife Mary Walker
- Follow the same process for the birth dates 31 January Chicago, Illinois, USA and 1830 of Chicago, Illinois by clicking Move to person 2.
- Observe what parents and spouse transfers to the right.

You will end up with John Smith on the left with the following information:

Birth / Birthplace	June 1790	New York
Birth / Birthplace	June 1790	Smalltown, New York, USA
Birth / Birthplace	<b>12 June 1790</b>	<b>NY, USA</b>
Birth / Birthplace	13 June 1790	Smalltown, New York, USA
Birth / Birthplace	Abt 1790	New York
Parents	<b>James Smith</b>	<b>Mary Jones</b>
Parents	James Smith	Mary Jones
Spouse	<b>Alice Carter</b>	—
Spouse	Alice	—

You will end up the John Smith on the right (Person #2) with the following information:


Birth / Birthplace	January 1830	New York
Birth / Birthplace	1830	Of Chicago, Illinois
Birth / Birthplace	31 January 1830	Chicago, Illinois
Parents	John Smith	Alice Carter
Spouse	Mary Walker	—
Spouse	Mary	—
Spouse	Letitia Miller	—

When a record has more than 2 different people combined into one, separate one person by choosing Move to person 2 and the other by choosing New Person which will create a third person. If you need to separate further continue by selecting New Person again.

When you are satisfied that the people are divided correctly, click OK. This finalizes the separation of your person from the others in the new FamilySearch™ website. You end up with two totally different FamilySearch™ people; your person and Person # 2.

After you click OK you will be returned to the Full Synchronization screen to continue searching.

## 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 and select Full Synchronization
- Enter your new.familysearch.org username and password
- Synchronize your personal record if needed
- If you want to change the order of the names in the Individual List, do so now
- Select a name that you want to synchronize with the new FamilySearch™ website and click Search
- Wait for the search results
- If you have possible matches, click on one of the matches
  - You must mark all possible matches labeled Decision Needed, before you can synchronize your records
  - Mark them by clicking either the Match or Not A Match icon
  - Records with Decision Optional should be reviewed but you do not need to mark them unless they are a match. Click the Match icon when appropriate.
- If there are no matches, the status is Ready to Add - Click the Add icon
  - CAUTION: To insure the new person is properly linked within the new

**FamilySearch™ website, first search for and synchronize the person or people they are related to, such as their parents or their spouse.**

- **Click on the row that says Ready to Sync but do *NOT* click the Synchronize button until you have finished the following steps.**
- **Review the FamilySearch™ record (right side) and choose what information you want added to your PAF records.**
  - **Click the dropdown arrow by each event to select an update option**
- **Review your PAF record (left side) and put a check in the box by any information you want added to the new FamilySearch™ website**
- **Remove checks from information you do not want added to the new FamilySearch™ website**
- **After careful review, click the Synchronize icon**

**If, in the process of reviewing possible matches, you find a record has been improperly combined, click the Separate icon. Separate the records before you proceed with your combining and synchronizing process.**

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