

Importing a GEDCOM Using FamilyInsight

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Overview

GEDCOM is an acronym for **GE**nealogical **D**ata **COM**munication. This format allows users of different genealogy programs to share their data with one another. Now that FamilyInsight can read standard GEDCOM files, the process of adding all or part of a GEDCOM file to your file is easier than ever. You do not need to import the GEDCOM into PAF before you use Compare and Sync to "import" records.

No matter what method you use to update records from someone else's file, we advise you to familiarize yourself with the GEDCOM file, and do the necessary file clean up, before you add the information to your database. The cleaner the GEDCOM file, the better change FamilyInsight has of recognizing people that are common to both files. These people will be paired so you can compare their information and update as needed rather than possibly adding a duplicate record to your file. If you choose to import the information without doing file clean up first, you should clean up your file when you are finished. One way or the other, you should make sure that the new information meets the appropriate standards.

Since the clean-up process requires use of both the Edit RINs and Pedigrees and Edit Places mode, some of the basic steps are provided here. If you have not used these modes before, please refer to the appropriate lesson for complete details.

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.

Getting Started

To familiarize yourself with the GEDCOM file, open it in FamilyInsight and review the records from the Edit RINs and Pedigrees mode and from the Edit Places mode.

- Open FamilyInsight from the desktop icon.
- Click **Open**
- Change the file type you are looking for from .paf to .ged so you can see those files on the list.
- Select the GEDCOM file you want to use and click Open.
- Select the **Edit RINs and Pedigrees** mode from the **How would you like to start?** menu.
- To preserve the integrity of the original GEDCOM, click **File** and choose **Save As** to rename the file. You will make changes to the renamed file.
- The **Individual List** shows all of the individuals and pedigrees in the GEDCOM file.
 - The Main Pedigree is the pedigree with the largest number of individuals in it.
 - Unlinked people and pedigrees are numbered from the largest to the smallest. Thus,

- Pedigree 2 will be the second largest pedigree, and Pedigree 3 the third largest, etc.
 - If you have extra pedigrees, change to the **Merge** mode and merge and duplicate people in the file.
 - Return to **Edit RINs and Pedigrees**.
- Review the GEDCOM file to determine if there is data that you do not want to import.
 - You can choose to view all the pedigrees at once or one pedigree at a time by using the **Filter** on the Toolbar and choosing from **All Records, Main Pedigree**, or any other pedigrees on the list.
- Use **Trim** to remove any unnecessary pedigrees from the GEDCOM file. (For more information on trimming pedigrees go to [Lesson 2: Edit RINs and Pedigrees in FamilyInsight](#))
 - To delete the extra pedigrees, [multiple select](#) them on the Individual List.
 - With the unwanted pedigrees highlighted, use any of the following options to finalize their removal from your file;
 - Push the Delete key on your keyboard.
 - **Right click** on the selected individuals and click Trim (not available for Macintosh users).
 - Click on the **Trim** icon on the Toolbar.
 - Choose **Trim** from the **Action** menu (not available for Macintosh users).
 - Confirm that you want to delete the selected individuals.
- You may also trim individuals by clicking on a single name in the Individual List or on the Pedigree and using one of the four previously described methods to finalize the deletion.
- When you only select one person, you are given a choice of how you want to trim that person.
 - If you are trimming to import a GEDCOM, you may want to trim to the individual's direct line.
 - Generally, you would include children and other descendants which can be specified by clicking on the appropriate check boxes.
 - Use Trim descendant to delete any descendant lines that you do not want.
- Records that are deleted will be shown in **red** on Pedigrees and marked **Deleted** in the **Status** column of the Individual List.
- Do not be afraid to trim. If you trim too much you can restore some or all of the records. The original GEDCOM file will also have the people you delete from your renamed file.
- When satisfied that you trimmed the database to fit your needs, **save it**.

After trimming the file, switch to **Edit Places** mode and correct any places with problems. Save your changes.

In the next step, this file will be referred to as the "Cleaned up file".

For more information on trimming pedigrees and editing places, go to [Lesson 2: Edit RINs and Pedigrees in FamilyInsight](#) and [Lesson 8: Using Edit Places in FamilyInsight](#).

The Compare and Sync process

- Open FamilyInsight from the Tools menu of PAF or from the desktop icon.
 - If you open from the desktop icon, click **Open** to select the PAF file (.paf), backup file (.zip), or GEDCOM file (.ged) that you want to use as your Primary file.
- Choose **Compare and Sync** from the **How would you like to start?** window.
- Select the cleaned up file that you create from the trimmed GEDCOM, as the file for synchronization.

Your databases will open in **Compare and Sync** mode.

- Using **Compare and Sync**, update the information from individuals in the Secondary database (the cleaned-up file on the right) into your Primary database on the left.
- The Primary pedigree shows the pedigree of the selected person in the Primary (left) database.
- Select a pair of people to compare by clicking on their row.
- The Primary pedigree shows the pedigree for the selected person in the Primary name column (left).
- The Secondary pedigree shows the pedigree of the selected person in the Secondary name (right), which, in this case, is the "cleaned up" file.
- Compare the information in the **Details** window at the bottom of the screen.
 - After comparing the information, if you determine they are not the same person, click the **Not A Match** icon.
- If the two people are the same, select the information that you want to update from the Secondary into the Primary file.
- Click the **Update** icon to transfer the information.
- Updated appears in the Status column.

You can **Update** and/or **Add** information one name at a time or in groups by [multiple selecting names](#).

CAUTION: When you select a group of names, no information appears in the **Detail View**. You will not be able to compare information or select the data you want. You will only get information that FamilyInsight selected to update. For this reason, you may only want to multiple select names to add. Never-the-less, you may update a group of names by doing the following:

- You can select one group and both **Update** and **Add** information from the same group.
- **NOTE:** When selecting a group of names, *ALWAYS* use the **Update** command before the **Add** command.
 - If you click **Add** first, all of the selected records will be added to your Primary database even though some of the people may already be there.
 - This causes duplication of individuals in your database, which would need to be merged.
 - If you get a popup asking you if the selected person is the same as another, or is the child or spouse of someone, read the information carefully before you respond with Yes, No or Cancel.
 - These questions help reduce duplication and assist in connecting the person to the correct family.
- After clicking **Update** for a group of people, you can then click **Add** to copy the remaining individuals in the group into your primary records.
- After updating an individual or a group of people, the records will have **Updated** as the notation in the **Status** column.
- After adding an individual or a group of people, the records will have **Added** as the notation in the **Status** column.

If you only Added/Updated some of the records, from your cleaned up file into your primary file, you may have incomplete records. There may be a spouse, parents, or children, connected to someone you added, whom you may also want added to your primary file.

- To see if you need to add additional people, look at the people with **Added** or **Updated** in the **Status** column.
- Click on the individual and look at the spouse's, parent's and children's information.
- If you see the notation "***Not synced into main file" you know they are not in the primary file.
- This notation is **highlighted in gray** for the spouse and parents but not for children and siblings.
- If there is an individual you want in your database, you can easily add them by going to them in

the Secondary List (on the right), selecting the individual and choosing **Add**.

Individuals that have been added will not have a RIN number until after the file has been saved. Until you save the RIN column will be marked with a dash instead of a number.

When finished, remember to Save or use Save As to finalize your work.

Your database will now have the new individuals you received in your GEDCOM file.

It is always a good idea to use the Merge mode to check for duplicates after adding records from another file.

For more information on the Compare and Sync mode, go to [Lesson 3: Synchronizing Two Databases Using FamilyInsight](#)

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**.

- Open FamilyInsight and select Compare and Sync.
- Generally, your file should be the Primary file and the GEDCOM file should be the Secondary file.
- Select a pair of people by clicking on their row.
- Compare the information in the Details window at the bottom of the screen.
- Select the information that you want to update from the Secondary into the Primary file.
- Click the **Update** icon.
- If someone only appears in the Secondary (GEDCOM) file, he or she will not be paired with anyone. If you want to add them, click on their name and click the Add icon.
- The information is transferred into the Primary file.
- Nothing is permanent until you click **Save**. We recommend you save frequently.
- If you did not clean up the GEDCOM file before you used Compare and Sync, you should clean your updated file now. Check to see if place names follow the standards, check for duplicate people and for unlinked pedigrees.

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