

MERGING AND APPENDING PROCESS

Family Tree Maker v 11

- a. Open file #1 that you plan to be merged with file #2
- b. Under FILE click on APPEND/MERGE
- c. Select file #2 to merge or append from menu
- d. Message will appear: "This will merge xxx individuals and xx source records from file #2 into file #1
- e. Next message says to select either: 1. Continue and merge or 2. Do not merge just add new records without merging.
- f. If you are uncertain you may choose: VIEW/PRINT DETAILED MERGE REPORT
- g. You can work with this report to make changes then continue.

You can undo the most recent file merge anytime during the current session (as long as you have your family file open). Click the EDIT menu and select UNDO FILE MERGE.

[Notice it mentions xx source records (the xx's stand for a number) and we talked about Sources (Ctrl S) which leaves an s on the family page next to the data that has been given a source].

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