

# Editing (Correcting) the Family Tree

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Family Tree is a WIKI. This means that everyone with an established account can edit.

## Editing possibilities:

- Add: children, parents, siblings, events, places, notes, discussions, **sources**
- Change: names (including spelling), dates, relationships
- Delete:
  - a relationships - manually or by merging.
  - a person - usually by merging
  - **Delete a relationship rather than Delete a person!**
  - Data you contributed yourself
- **Standardize** dates and places

In all cases, you must give a reason for your change.

Both your identity and the reason you give become a permanent part of the record.

A history of all changes is available to anyone with an established account.

## Watch

### Report Abuse

## Exceptions

- Vitals: gender, deceased status - No one can edit
  - If gender is incorrect, you need to add a new person with the correct gender.
- Source box: Only *you* can edit
- Discussions: Only *you* can edit
- Stories: Only *you* can edit
- Pictures: Only *you* can edit
- Locked family data

**To edit:** Hover over or click on any name or any detail written in blue > Editing options will appear > Make change > Give reason > Save > Refresh the page to see your changes

## **Possible Duplicates**

- Compare carefully
  - additional information - correct and incorrect, more complete and less complete
  - depends upon who submitted person; also information available
  - many errors in system
- Merge only when you are certain
  - my standard: 3 matching points
- **Merge rather than delete**

## **Research prior to editing**

- **Source**
- Consider the source
  - Who might have supplied information for a document
  - Could the informant read and write; was he or she a recent immigrant
  - Did the recorder write legibly or guess at the spelling
- Make sure your data is as correct as possible
  - Use the document closest in time to the actual event
    - For instance, a death record is less likely to give an accurate date and place of birth than a birth or christening record.
- Remember spelling variations are common and generally insignificant:
  - Names, dates and even places may vary from document to document.
  - Birth name is not a nick name or an alternate name of any kind

## **Procedure for checking and merging duplicate records**

Go to a person's page > (Example: KZW8-SJN)

Select *Possible Duplicates* (under Tools) >

No Results Found OR *Matching People* >

*Review* OR *Not a Match* >

Examine carefully >

Switch Positions

Notice Sources on left

Continue Merge OR *Not a Match* >

If Continue Merge >

Give Reason > Finish Merge OR *Go Back to Previous Step*