

Editing (Correcting) the Family Tree

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

Research and Source prior to editing

- Consider each 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 birth record is more likely to give an accurate date and place of birth than a death record would give.
- **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

Editing possibilities:

- Standardize dates and places
- Add: children, parents, siblings, events, places, notes, discussions, **sources**
- Change: spelling of names, dates, relationships
- Merge duplicates
- Delete:
 - a relationship - **but never Delete a person**
 - a duplicate person - **by merging**
 - Erroneous Data you contributed yourself
 - Legacy sources, notes, disputes

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.

Editing Process:

Hover over / 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.

Merging duplicates of an individual:

Go to a Person Page

- > *Possible Duplicates* (under Tools)
- > *Review* (OR Not a Match)
- > *Continue Merge* (OR Not a March)
- > *State Reason*
- > *Finish Merge* (OR Go Back to Previous Step)

- Examine each name, date, place, relationship very carefully
- Make sure the best information ends up in the left hand column
- Merge only when you are certain: my standard = 3 matching points
- Move to the left all individuals (even if a different version of that person is already on the left)
- Merge rather than delete

No edits accepted for:

- Gender. If gender is incorrect, you need to add a new person with the correct gender.
- Deceased status

Only you can edit (Items that you added):

- Source box Discussions, Stories / Pictures

Special Circumstances for naming an individual:

- Eliminate such names as: male, man, female, mother, woman, wife, baby, infant, child, boy, son, daughter, twin, died, stillborn, no name, not known, unknown, unnamed, other, no issue
- If the wife's maiden name is unknown, but she is uniquely identified, enter Mrs. in her Title, her first name, and her husband's last name (Mrs. Mildred Russell)
- If the wife's given name and surname are both unknown, but she is uniquely identified, enter Mrs. in the Title and her husband's given name and surname (Mrs. Harold Russell).
- If the wife's given name is unknown, but her maiden name is known, enter only maiden name
- When the given name of a son or daughter is unknown, the last name is sufficient. Add no title. (The system will print Mr. or Miss when an OW card is printed.)
- If an individual is documented as a child in a given family, but is without a surname on the tree, add the appropriate surname to that child.
- If an individual was stillborn, use "add child". After child is added, go to "Other Information" and choose "add". Then choose "Stillborn" and enter required information.

Do not use in name field: . / () -

Family Tree Training Lessons and Videos

<https://familysearch.org/learningcenter/lesson/family-tree-training-lessons-and-videos/818>