

ewnay amilySearchfay acticepray Exercisehay 2:

ombiningcay andhay eparatingsay ecordsray

orfay isthay acticepray exercisehay, ogay otay ethay ewnay amilySearchfay ebway itesay athay [httpay://ewnay.amilysearchfay.orghay](http://new.familysearch.org) andhay ignsay inhay.

**acticepray Exerciseshay**

oday ethay ollowingfay:

**ombiningcay ecordsray**

1. ickclay **eesay emay andhay myay Ancestorshay**.
2. Onhay ethay edigreepay, ickclay ethay amenay ofhay anhay ancestorhay.
3. Onhay ethay individualhay’say informationhay, ickclay ethay **ossiblepay uplicatesday** abtay.
4. (Optionalhay) Ifhay erethay ishay ahay ossiblepay uplicateday istedlay, ickclay ethay eckchay oxbay orfay ethay ecordray(say), andhay ickclay **omparecay inhay oremay etailday**.
   1. eviewray ethay informationhay.
   2. Ifhay isthay ookslay ikelay ethay amesay individualhay, athay ethay ottombay, ickclay anhay optionhay ithway **esyay**. Ifhay otnay, ickclay **onay**.
   3. Ifhay erethay ishay anotherhay ecordray otay eviewray, ickclay **extnay**.
   4. enwhay ouyay arehay oneday eviewingray ecordsray, ickclay **oneday**.
   5. Onhay ethay onfirmationcay essagemay, ickclay **ombinecay ethay ecordsray**. ecordsray erewhay ouyay indicatedhay esyay illway ebay ombinedcay ithway isthay individualhay. ecordsray erewhay ouyay indicatedhay onay illway otnay ebay ombinedcay.

**earchingsay orfay ossiblepay uplicateday ecordsray**

1. otay earchsay orfay otherhay ossiblepay uplicatesday, onhay ethay ossiblepay uplicatesday abtay, athay ethay ottombay, ickclay **Advancedhay ossiblepay uplicatesday earchsay**.
2. Onhay ethay autioncay essagemay, ickclay **ontinuecay**.
3. Informationhay abouthay isthay individualhay ishay automaticallyhay illedfay inhay. ickclay **earchsay**.
4. Ifhay onay oseclay atchesmay ereway oundfay, ickclay **efineray earchsay**. eleteday omesay ofhay ethay informationhay, uchsay ashay arentspay’ amesnay orhay ousespay. Orhay usehay ustjay ethay irthbay earyay orhay irthbay atestay orhay ountrycay. enthay ickclay **earchsay**.
5. (Optionalhay) Ifhay ouyay indfay onehay orhay oremay atchesmay, ickclay ethay eckchay oxbay orfay eachhay ecordray atthay atchesmay, andhay ickclay **omparecay inhay oremay etailday**. ollowfay ethay ubstepssay inhay epstay 4 abovehay.
6. oseclay ethay earchsay indowway.

**ombiningcay ecordsray ofhay Otherhay amilyfay embersmay**

1. Onhay ethay individualhay’say informationhay, ickclay ethay **ousesspay andhay ildrenchay** abtay.
2. ickclay ethay optionhay uttonbay (ico_options_24.gif) inhay ontfray ofhay ahay amenay. oticenay ethay optionhay otay **ombinecay ithway otherhay iblingssay** orhay **ombinecay ithway otherhay ousesspay**. Ifhay ethay amesay iblingsay ishay istedlay icetway, ouyay ancay electsay isthay optionhay otay ombinecay osethay ecordsray. isthay ishay ahay uickqay ethodmay orfay ombiningcay uplicateday ecordsray orfay ahay amilyfay. **otenay:** ethay ombinecay optionshay oday otnay appearhay ifhay erethay ishay onlyhay onehay iblingsay orhay onlyhay onehay ousespay.
3. Onhay ethay individualhay’say informationhay, ickclay ethay **arentspay andhay iblingssay** abtay.
4. ickclay ethay optionhay uttonbay (ico_options_24.gif) inhay ontfray ofhay ahay amenay. oticenay ethay optionshay otay **ombinecay ithway otherhay iblingssay** orhay **ombinecay ithway otherhay ousesspay** ishay alsohay availablehay erehay.
5. Onhay ethay edigreepay, ifhay ethay **otherhay ousesspay** uttonbay (ico_multi_spouses_36x48.gif) ishay isplayedday, ickclay ithay. ickclay ethay abtay **esolveray uplicateday ousesspay**. oticenay owhay ouyay ancay alsohay ombinecay uplicateday ousesspay erehay. ickclay **ancelcay**.
6. Onhay ethay edigreepay, ifhay ethay **otherhay arentspay** uttonbay (otherparents_20.gif) ishay isplayedday, ickclay ithay. ickclay ethay abstay **esolveray uplicateday athersfay** andhay **esolveray uplicateday othersmay**. oticenay owhay ouyay ancay alsohay ombinecay uplicateday arentspay erehay. ickclay **ancelcay**.

**eparatingsay ecordsray**

1. Onhay ethay individualhay’say informationhay, ickclay ethay **ummarysay** abtay.
2. Athay ethay ottombay, ickclay **ombinedcay ecordsray**. Ahay istlay ofhay allhay ethay ecordsray atthay avehay eenbay ombinedcay orfay isthay individualhay ishay ownshay. ouyay ancay eesay ethay etailsday orfay eachhay ecordray, includinghay ethay ontributorcay.
3. Ifhay erethay arehay oremay anthay 5 ecordsray, ickclay **extnay** otay eesay ethay extnay oupgray ofhay ecordsray.
4. (Optionalhay) Ifhay erethay asway ahay ecordray atthay ouyay eltfay asway otnay abouthay isthay individualhay, ickclay ethay eckchay oxbay orfay ethay ecordray, andhay ickclay **eparatesay electedsay ecordsray**.
   1. Onhay ethay onfirmationcay essagemay, ickclay **esyay**.
   2. Indicatehay ichwhay ecordray ouyay ouldway ikelay otay eesay. otay eesay ethay ecordray atthay ouyay eparatedsay, ickclay **iewvay isthay ecordray onhay ethay amilyfay eetray**. Otherwisehay, ickclay **oseclay**.
5. ickclay **oseclay** otay oseclay ethay ombinedcay ecordsray indowway.
6. (Optionalhay) Onhay ouryay edigreepay, eckchay otherhay ancestorshay otay eesay ifhay erethay arehay ossiblepay uplicatesday orfay eachhay individualhay.