

Clean Up Your PAF File to Avoid Duplication and Other Problems

Before checking for ordinances on the IGI or New FamilySearch, everyone needs to clean up their genealogy file. **Repeat these exercises on a regular bases. Always do so before sharing your data or checking names for Temple work.**

The Family history department did a study to find out the No. 1 reason for duplicate ordinances. They were surprised to learn that the No. 1 reason is **Duplicate individuals in our own files** that we do not realize are there.

DUPLICATES: Start by making a backup of your file to protect your data.

If you are using PAF, click **Printer Icon** then **Lists** tab to check for errors.

1-Click **Unlinked Individuals**. Preview to determine if you need to link them or delete them as duplicates. Print the list if you need to.

2-Click **Duplicate Individuals**. Print out the page or copy the RIN numbers of duplicates and go to merge function.

Return to Family View screen and Select **Merge** Icon. Click Okay to default options. In the split screen, Click Find on left side and enter the first RIN # from your sheet of Duplicate Individuals. Click Find on the right side and enter the RIN # of it's duplicate. Determine which has the best information and switch it to the left side. Check those items on the right side that you wish to be brought over. Click Merge. The left side will be kept. Continue to merge all duplicates on your list.

Return to Family View screen. Click **Tools** drop down menu, and click **Merge Duplicate Sources and Citations**.

Note: Whenever you see the **Other Marriages** tab: Open it and make sure there are not any duplicate spouses. Also do this when you see the **Other Parents** tab.

ELIMINATING LOGICAL ERRORS

How can an ordinance be valid if the ancestor cannot identify himself from the information you provide? It is our mission to create a book worthy of all acceptance.

Click **Printer** Icon then **Lists** tab. Click **Possible Problems**. We suggest you print just the first page. As you fix these problems, look for other obvious errors on the same person or family. Correct these too. It will save you having to visit the same person or family more than once. Then print the first page again. Continue fixing until all the problems have been corrected and the rest of the entries are not really problems.

Also on the **Lists** tab, check **Places Sorted Alphabetically** to see if you have City, County, State, Country listed correctly. Check your locations with the Family History Library Catalog. If you have access to new FamilySearch, you can also compare how you have your location listed with how new FamilySearch has it. (Note: there are several products listed on new FamilySearch under "More Great Products" that can simplify the clean up process).

Even all this does not catch all the mistakes and duplicates. Keep your file small enough so you can visually check the names and places for duplicates and mistakes before submitting names for temple ordinances. We recommend working with one family at a time.

[Suggestions by Marie Taylor and Florie Fullmer]