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Merging Individuals

If you discover that two individuals in your tree are actually the same person, you can merge the two together and retain all the facts and sources associated with each person.

1. Go to the **Tree** tab on the People workspace and click the name of one of the duplicate individuals in the Index.
2. Click **Person > Merge Two Specific Individuals**. The Index of Individuals window opens.

Index of Individuals

Find:

Name	Birth Date	Mar. Date	Death Date
Gold, Cyrus Wilkin	28 Mar 1876	04 Jun 1902	22 Nov 1956
Gold, Edwin Robert Newman	22 Jun 1905		03 Nov 1986
Gold, Elenor	Jul 1889		
Gold, Elmira Rachel	Dec 1892	25 Jul 1920	
Gold, Ezra George	Apr 1860		Apr 1861
Gold, Frances	1859		
Gold, Frank	Abt. 1860		
Gold, Gertrude Mary	13 Feb 1894	11 Feb 1954	31 Jul 1972
Gold, Helman Noah	01 Jul 1889	11 Jun 1943	May 1975
Gold, Henry	Abt. 1816		1837
Gold, Henry Joseph	26 Mar 1872	26 Oct 1894	04 Jan 1934
Gold, Hester R.	09 Nov 1897	19 Feb 1948	01 Nov 1997
Gold, Irene A	1904		

People: 609

Spouse: Amelia Hind

OK Cancel Help

3. Click the name of the other duplicate individual. You can use the scroll bar to move up and down the list, or you can type a name (last name first) in the **Find** field.
4. Click **OK**. The Individual Merge window opens.

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