There are two ways to merge people or families.

**Option #1**

*If you know that two pages are identical*

*Open each duplicate page in a separate browser window. In a third browser window go to Admin>Compare Pages*

*Copy the title from each duplicate page and paste into either the Compare Families or Compare People fields. Note: The title of a page is in black at the top of a page and looks like Family: Piebe Sinnema and Sijtske Dijkstra (1) or Person: Piebe Sinnema (2). Press the Compare button*

*Now you are looking at both pages side-to-side. This first screen is meant to help you determine if the two pages are a match. If they are, check the box next to the word Match towards the top of the screen. Scroll down to the bottom and press the Prepare to Merge button.*

*This second screen has check boxes next to each item of data. If a box is checked, the data will be brought over to the merged page. If a box is not checked, the data will not appear on the page. For example, if you see a Description: Y in a death field, you can un-check that box, because that information is not useful on the new page.*
*Sometimes the two pages you are comparing have different titles (ie Jan Swart and Jan Zwart). At the top of the page here the page titles appear with a little round button beneath it. The spelling under which this round button appears is the spelling that the new page will have. You can change this if necessary by clicking on the other round button.

*If you are merging a family that has children, there are drop-down boxes underneath each child's name. Sometimes, the software will match two children incorrectly (especially if their names and birth dates are similar, which can be common in Dutch families). If the software matched two pages incorrectly, select Not a Match from the drop down box.

*To complete the merge, press the Merge button.
Option #2
If you do not know if there is a duplicate family and wish to search for one

*From a person or family page, click on More>Find duplicates. This will bring you to a search screen where possible duplicates appear. If you find a match, you can check the box next to the page name and press the Compare button. Now you can follow the instructions as above for merging.