

How to Merge Trees in Family Tree Maker

The screen shots used here are from the FTM 2012 version but it makes little difference which version you use.

First thing you need to do is have gedcoms of the trees you want to merge into a master database.

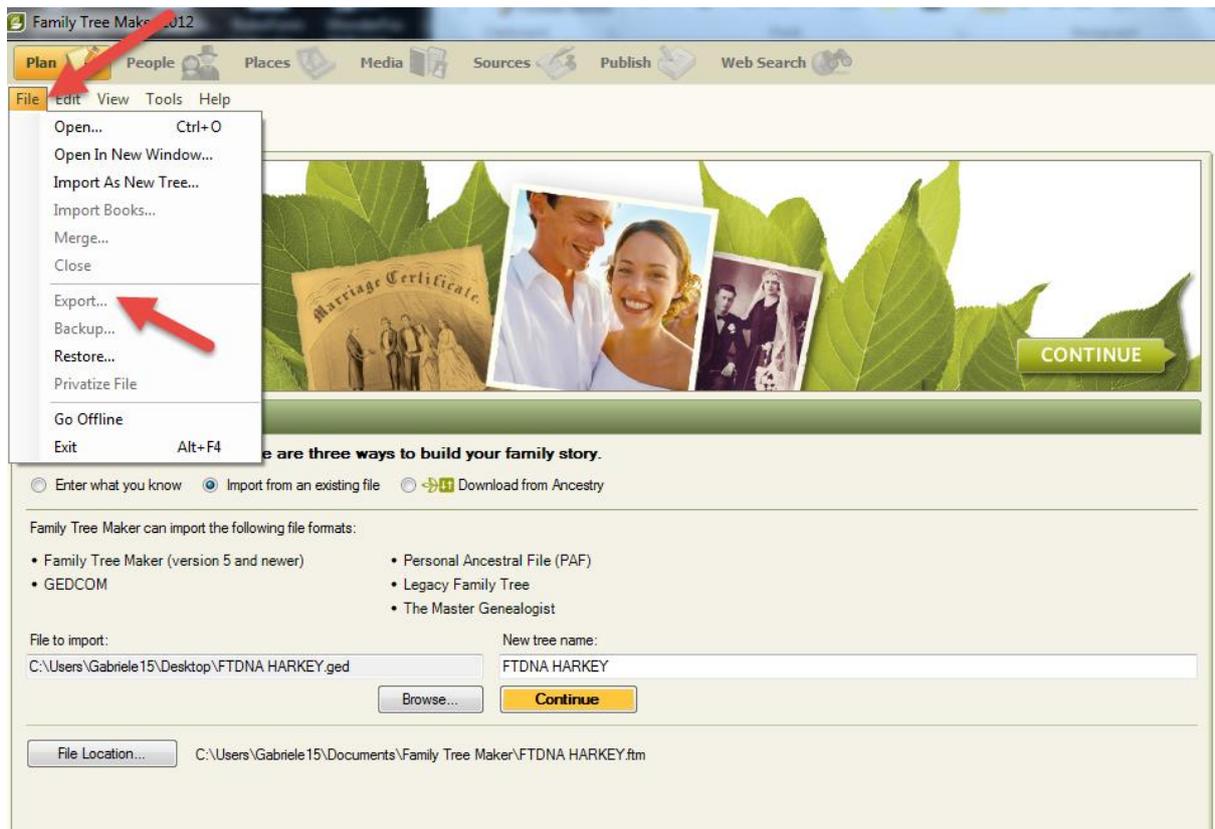
If you download from FTdna, get a gedcom sent to you, however you get a gedcom, you are ready to load it into your master tree.

If you have separate trees in the FTM software you will need to export those as a gedcom first. Be sure to remember where you save it and what the name of that tree is. Should you be exporting multiple trees to merge into one you can export them all into a folder so they are all handy in one file.

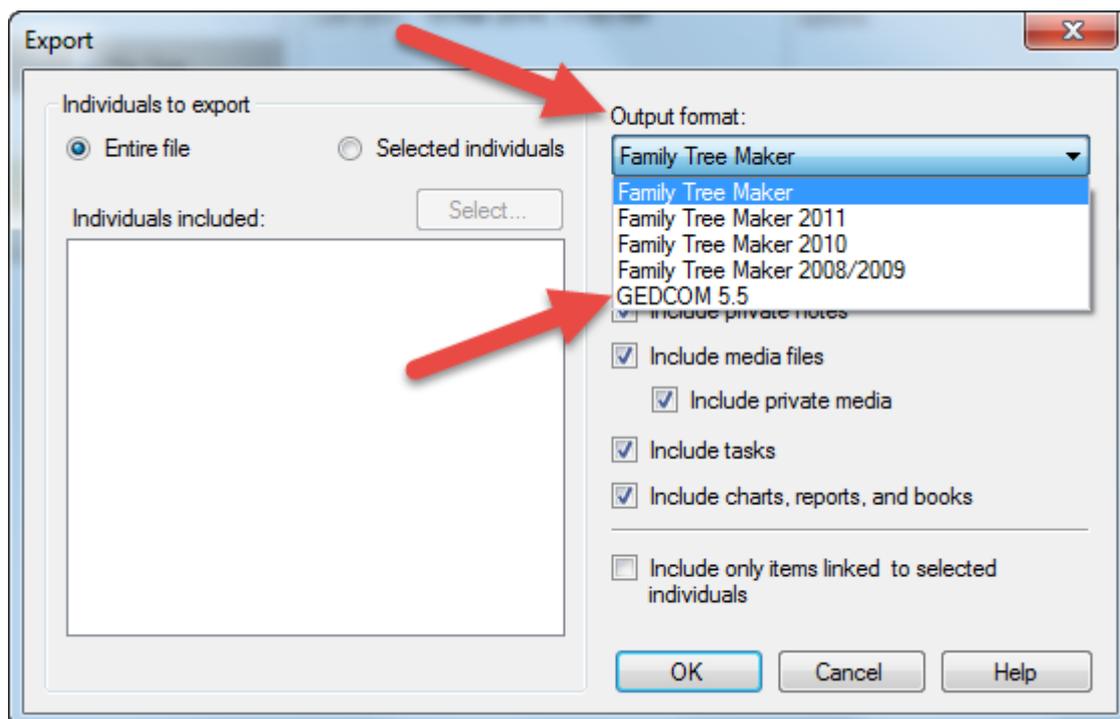
TO EXPORT FROM FTM

Open up the tree you wish to export. It makes no difference what page you are on in that tree, the necessary buttons are available on all pages.

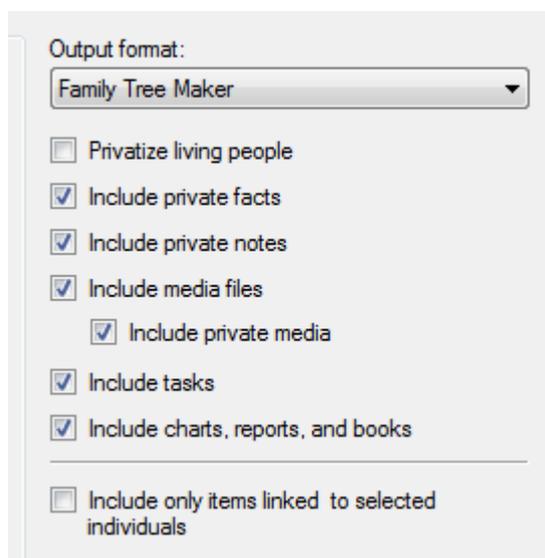
Click on FILE and then EXPORT



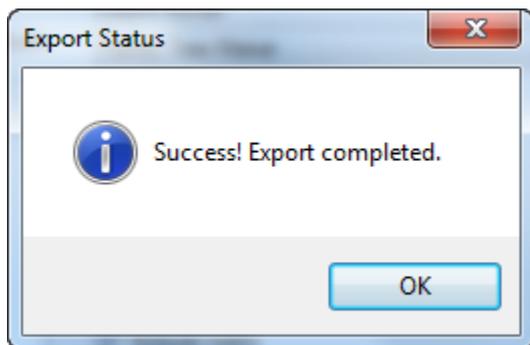
You will then be directed to this page where you choose if you want to export the entire file or select individuals. For tree merging you will want to export the ENTIRE file. On the right hand side be sure to select GEDCOM in the Output Format drop down selection.



Be sure to leave all the checks as they are. If they get reset somehow or are different than below change it to look like the example.



Once you click OK you will get a window asking you where you want to save the export. This is up to you, desktop, a folder you have created, a document file, whatever you choose. Be sure you can find it again. Once done you will get a confirmation window.

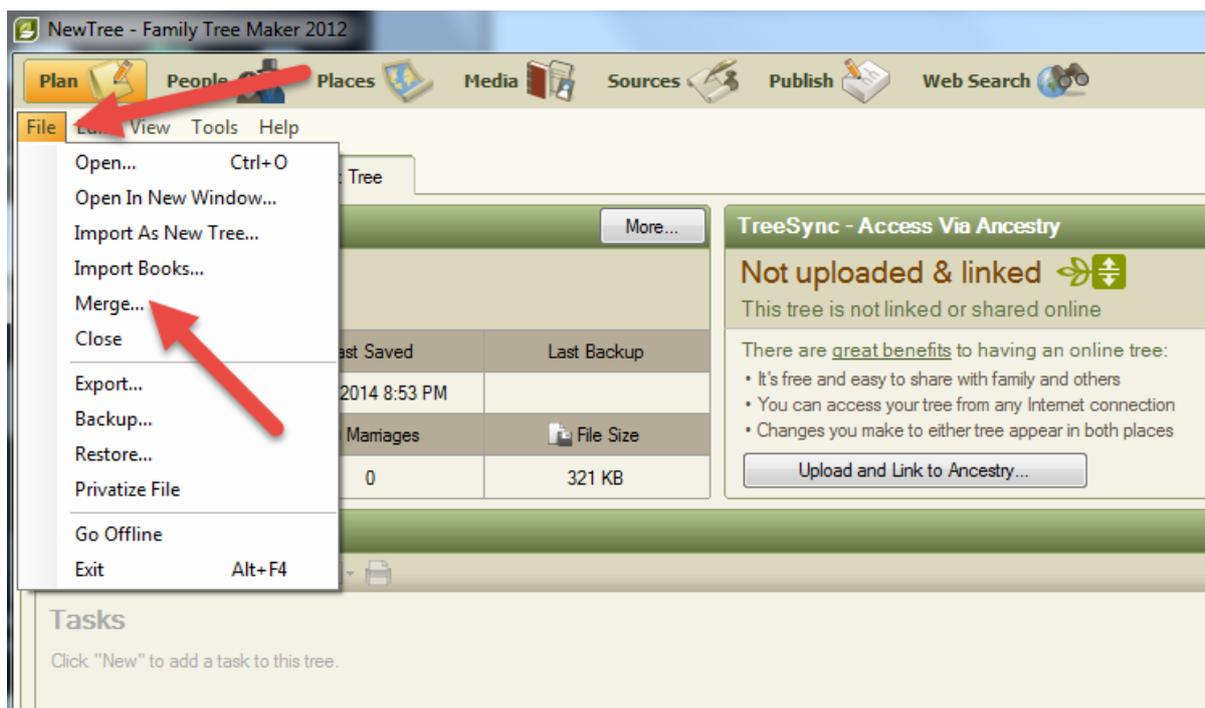


MERGING TREES IN FTM

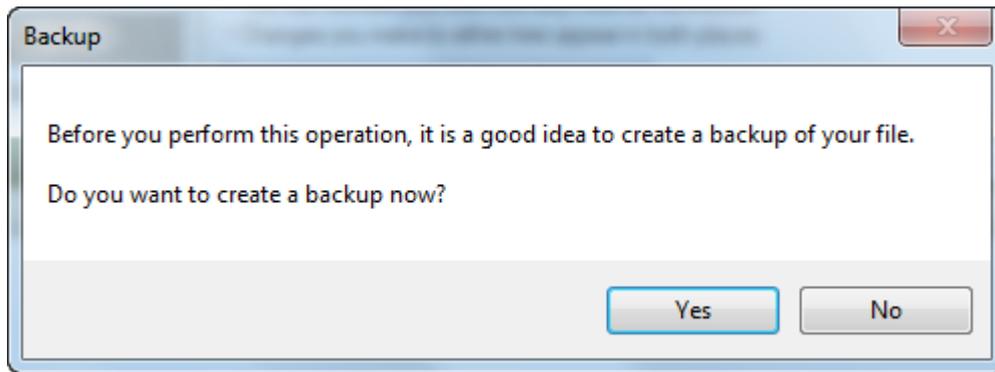
Now you are ready to merge this gedcom into your master file.
Open the tree you want to add your gedcom to.

I have created a NewTree to use as an example.
Open the tree you want to add your gedcom to. It makes no difference what page in the tree you are on, the buttons are available on all of them.

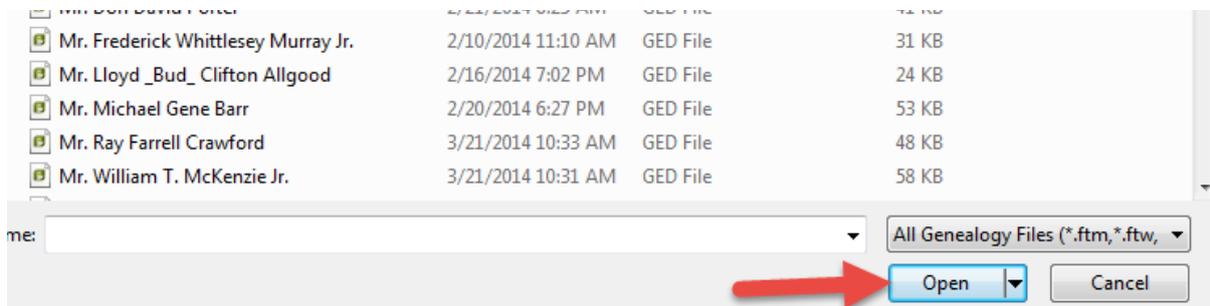
From the dropdown FILE menu select MERGE



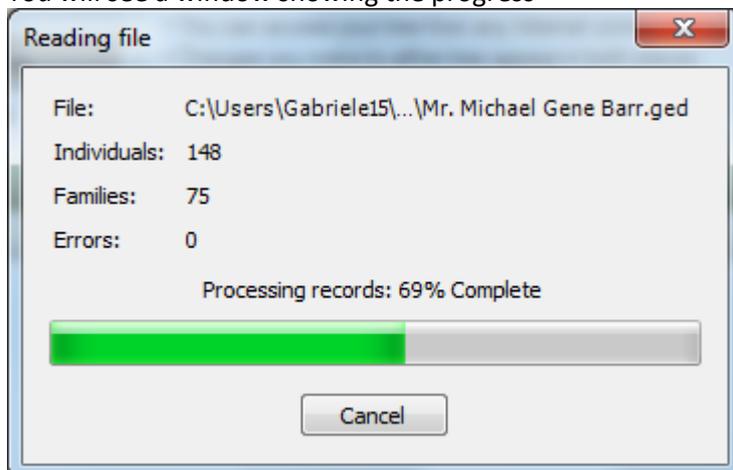
Next a window will give you the option to create a backup of your file before you merge another into it. It usually is a good idea to take that step.



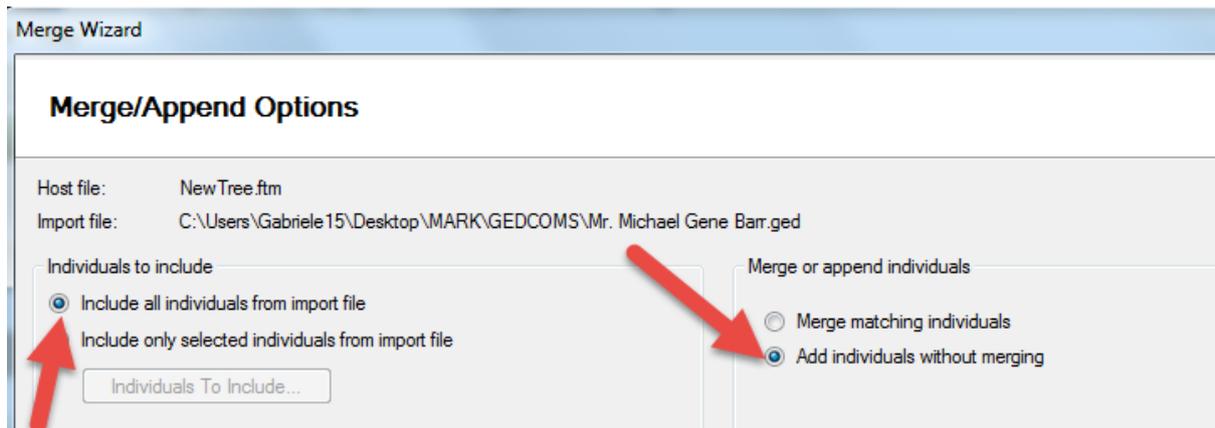
Next you will be asked to select the file you wish to merge. In general a window opens automatically and you select the file (from where you remember you saved it) and then click OPEN



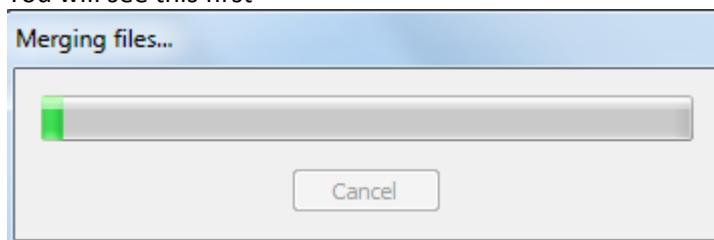
You will see a window showing the progress



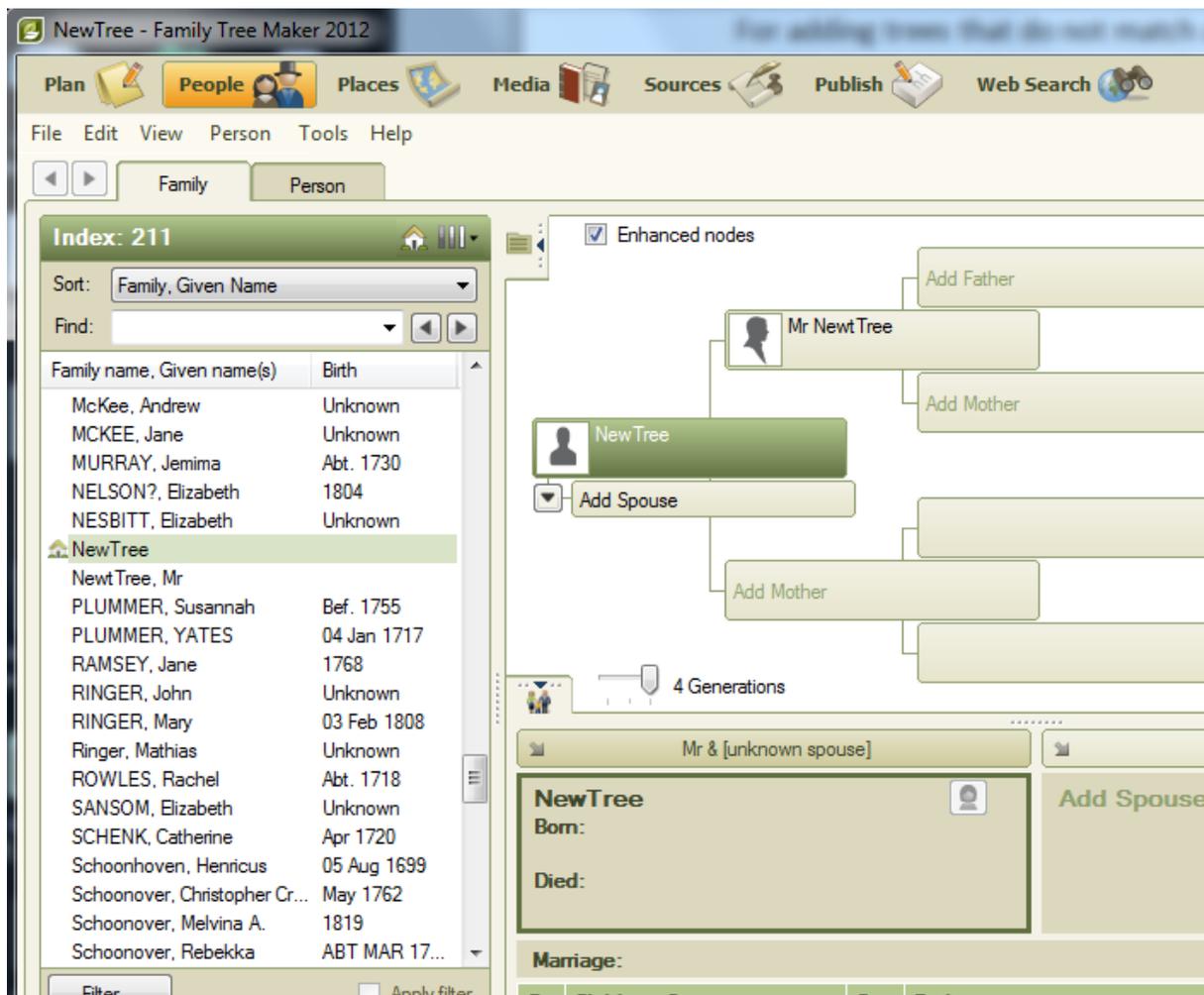
Once the task is completed you will get a window that gives you several options of what to do next. For adding trees that do not match anyone yet I always choose both "include all individuals" and "add individuals without merging".



Click FINISH on the bottom right corner.
You will see this first



Once it is done FTM will open itself to the PEOPLE view.



If adding more gedcoms, now or later, the process remains the same.

Personally, I always add files without merging individuals because I find the system often makes mistakes. The larger the host data base is, the longer it will take and it grasps at "like" entries rather than exact.

It becomes especially clumsy if you have people with unknown dates. You may very well have 15 John Smith in your data without dates. Could get messy.