

GEDCOM: GENEalogical Data COMmunication, a database format developed by the Church of Jesus Christ of Latter-Day Saints, to make it possible to transfer genealogical data between users, computers and large databases. It is supported by most genealogical database applications.

## RootsMagic GEDCOM Instructions

To import a GEDCOM file:

1. Select "File, Import" from the main menu.
2. Select the file to import
  - o In the Import File dialog, select the file type to be imported.
  - o Click the round down arrow button to see additional details
  - o Search for files – click this button to have RootsMagic search for files it can read. As it is searching and finding files, you can click the Pause button if you think you see the file you were interested in. If it wasn't, click Search to have RootsMagic continue to search for files. When you see it, highlight the desired file, and click "Open File". Click Cancel to close the dialog without selecting a file.
  - o I know where the file is – click this button to open a dialog where you can navigate to the file and click Open to open the file.
3. Tell RootsMagic which database to import the file into:
  - o Create a new database – This option will create a new database to import the file into. (Recommended.) This is usually the best strategy so you can review the data in the file, the people included, the sources, the conventions used for place names, nickname, married and maiden names, missing names, etc. If the data is good and clean, you can drag and drop the desired individuals of families into your main database (but do a back-up first.)

If you choose to create a new database, RootsMagic will step through creating the new database before continuing.

- o Combine into the database – Choose this option to import the data in the GEDCOM file into the currently open database. The caveat here is that the names in the GEDCOM file will mix with your own data. If the file contains some of the same names, you will likely end up with some duplicates that you will have to merge later yourself.
4. RootsMagic will ask if you want to add a source to tell where each record in the GEDCOM came from. RootsMagic will just add one source, but will link that one source to whichever records you choose. You can select No, or you can choose to add a source to:
  - a. Add a new source to tell where the information in the GEDCOM came from – select one of the following:
    - Ÿ NO - Do not add an additional source to imported data –
    - Ÿ People - Add the following source to every person imported
    - Ÿ Events - Add the following source to every event imported
    - Ÿ People/Events - Add the following source to every person and event imported
  - b. If you chose to add a source, enter the:
    - Ÿ Name of person you received this GEDCOM file from
    - Ÿ Address (or email address) of person you received the file from
  - c. Check Preserve record numbers if importing a file that you passed along to a colleague or fellow researcher.

- d. Click OK to import the GEDCOM file, or Cancel to exit the dialog without doing an import.
6. If RootsMagic encounters any unfamiliar data in the GEDCOM file, it puts that data in a "list file" on your disk in the same directory as the new database. Every GEDCOM file you import that has a listing file, the listing file will have the same name as the GEDCOM file, except that its extension is .LST.
7. If you want to link the newly added people to individuals already in the database, use the "Add, Spouse", "Add, Children", or "Add, Parents" commands from the main menu, and indicate the person is in the database.
8. If the GEDCOM import causes duplicate records of a person, you can use [the Merge commands](#) to find and combine duplicates.