

Fixing Incorrect Family Links

This Magic Guide covers how to:

- A. Unlink from Spouse
- B. Unlink from Parents
- C. Delete a Person
- D. Delete a Family
 - Unlink Family Members
 - Delete Family Members
- E. Swap Husband and Wife
- F. Rearrange Spouses and Children

*In cases where there are duplicate individuals (similar info but different **RECORD** numbers), you should **MERGE** the records rather than delete or unlink them. Merging is not covered in this guide.*



NOTE: Before making major changes to your file, **stop and make a backup!**
(See Magic Guide [“Backup and Restore a RootsMagic Database”](#) Section D.)

A. Unlink from Spouse

When you incorrectly connect individuals, you need to unlink them in order to fix their relationships. Unlinking leaves each person in the file, but the relationship (child to parent, or husband and wife) is broken.

1. Use the Family view.

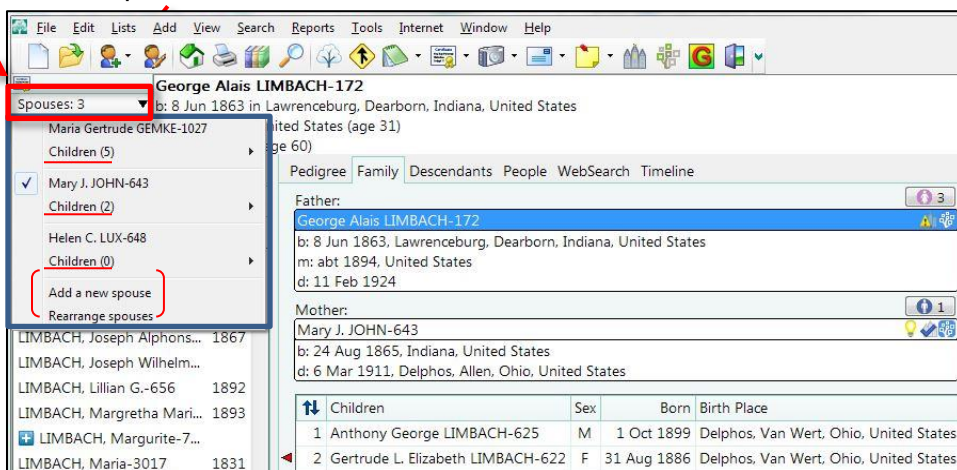
2. Highlight the person that you want to unlink from their spouse. When there is more than one spouse, make sure you display the spouse that needs to be unlinked.

3. If the correct spouse is not displayed, you have two ways to change the spouse. One is to click here, on the spouse indicator button, to select the spouse from the list.

Children	Sex	Born	Birth Place
1 Anthony George LIMBACH-625	M	1 Oct 1899	Delphos, Van Wert, Ohio, United States
2 Gertrude L. Elizabeth LIMBACH-622	F	31 Aug 1886	Delphos, Van Wert, Ohio, United States

The other way is to click the “Spouses” status button found in the info area located just above the left sidebar. Select the spouse from the list.

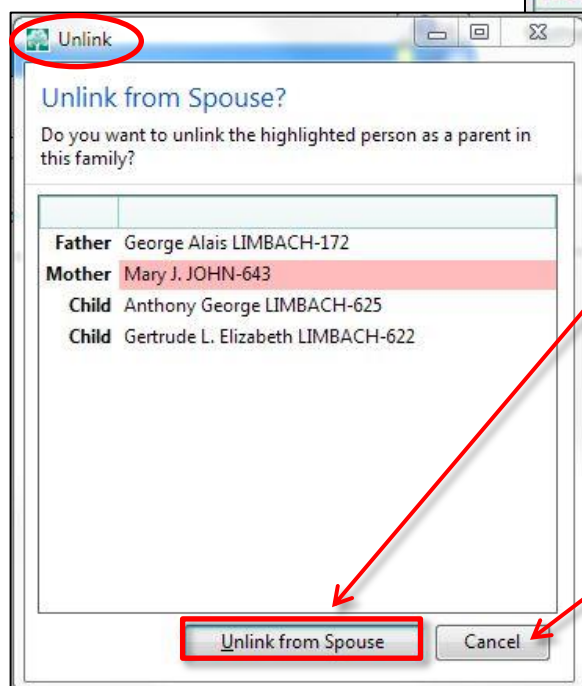
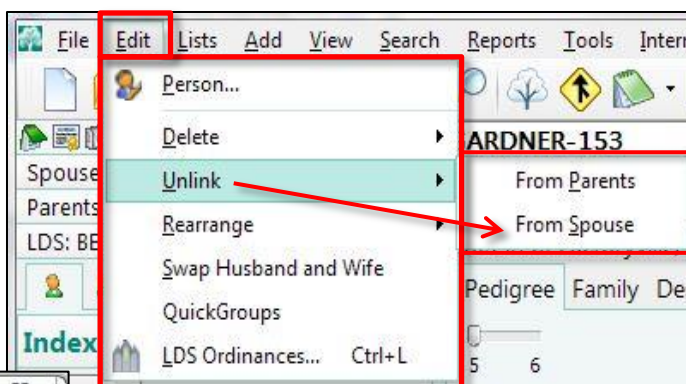
NOTE: This view shows the number of children in each marriage and contains other options.



4. When the correct people are showing on the screen, you are ready to unlink them.

5. From the "Edit" menu, hover your cursor over “Unlink” and choose “From Spouse”

6. The Unlink dialog window will appear with the person highlighted in the context of the family.



7. You will be asked to confirm that you want to unlink the highlighted person from their spouse in this family. Select the "Unlink from Spouse" button to unlink the person and leave the rest of the family connected.

8. The highlighted person will be removed from the family only.

9. If you have second thoughts, you can click "Cancel" to stop without unlinking.

REMEMBER: An unlinked person's record will remain in your file.

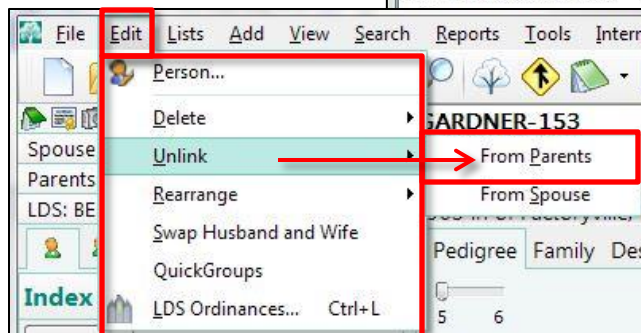
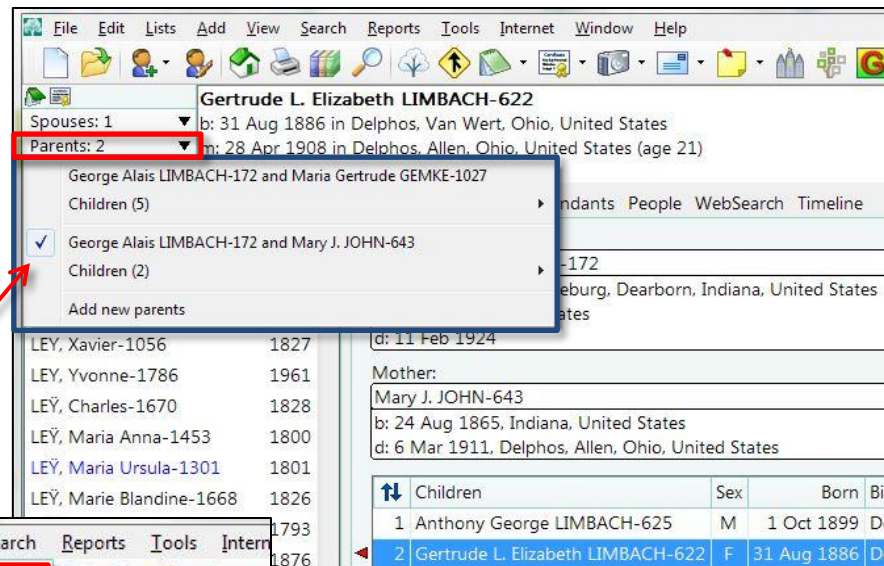
B. Unlink from Parents

1. Use the Family view.

2. Highlight the person you want to unlink from his or her parents. If there is more than one set of parents, make sure that the incorrect parents are displayed.

3. To change the parents that are displayed, click on "Parents" located above the left sidebar.

4. Click on the set of parents with the child who must be removed.

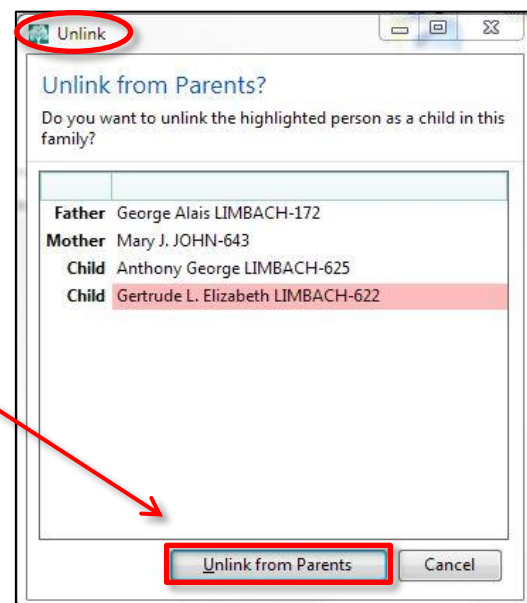


5. Click the "Edit" menu, hover your cursor over "Unlink" and choose "From Parents".

6. The "Unlink" dialog window will appear. The person to be unlinked will be highlighted

7. You will be asked to confirm that you want to unlink the person as a child in the family. Select the "Unlink from Parents" button to unlink the child.

The highlighted child will be removed from the family, but their record will remain in your file.



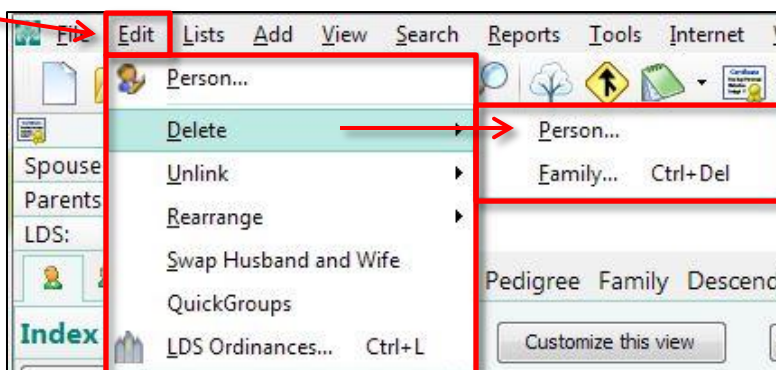
8. If you have second thoughts, you can click "Cancel" to stop without unlinking.

C. Delete a Person

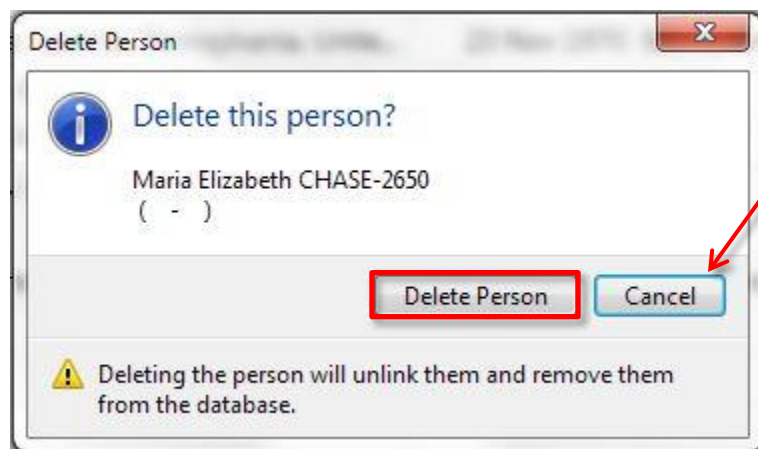
Occasionally, you may find that you added a person incorrectly. You can remove the person by deleting their record. Once deleted, the record is removed from your file and all links between that person and others will be broken. The record number will no longer be used.

1. From any view, highlight the individual that you want to delete.

2. Go to the "Edit" menu, hover your cursor over "Delete" and choose "Person".



3. You will be asked if you want to delete the person. If you select "Delete person", the record will be removed from your file and all links between that person and others will be broken.

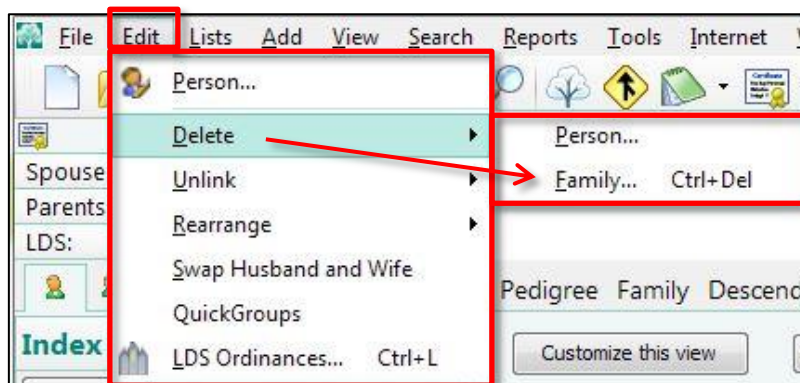


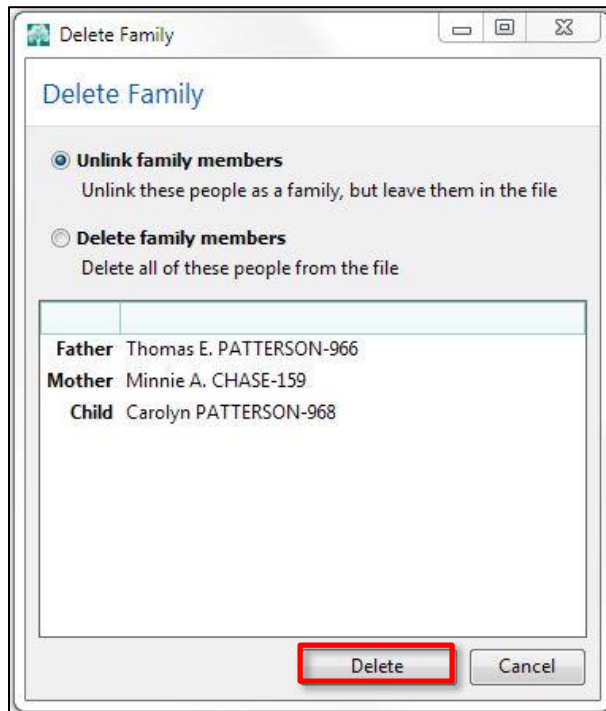
4. If you have second thoughts, you can click "Cancel" to stop without unlinking.

D. Delete a Family

Like individual records, sometimes you may need to delete an entire family.

1. Highlight one of the parents and go to the "Edit" menu, hover your cursor over "Delete", and select "Family".





2. A dialog window will open with two different delete options for the family.

- **Unlink family members** “Unlink these people as a family, but leave the people in the file”

This option will dissolve the family unit while retaining the people the database. If any of the family members appear in other families, those links will remain.

- **Delete family members** “Delete all of these people from the database”

This option will dissolve the family and all of the people in the family will be deleted from the database. Once deleted, they can only be returned by restoring your file from a backup. If you want to keep the people in your file, select

“Unlink Family Members”.

3. Select the option you want, then click the "Delete" button to delete or unlink the family members. If you have second thoughts, you can click "Cancel".

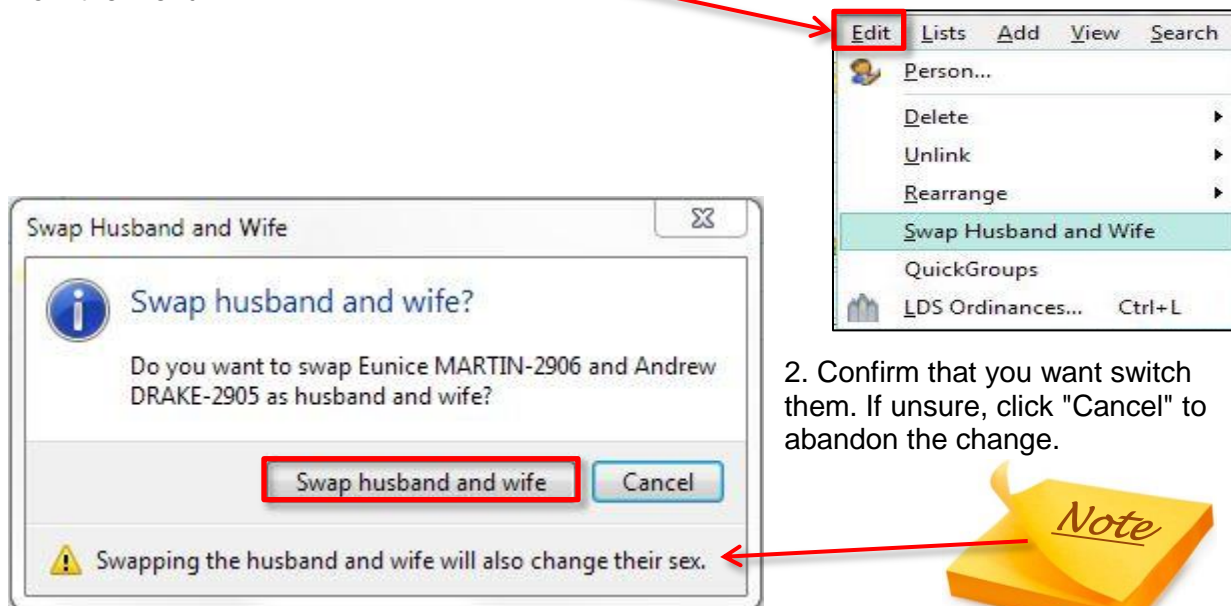
E. Swap Husband and Wife

Occasionally you may accidentally enter the husband and wife backwards. This not only gives them the wrong gender but it also assigns them to the wrong parental role as father and mother.

Changing the parent's genders will not reassign their parental roles or positions as husband and wife. Using the “Swap Husband and Wife” option not only corrects the positions of the husband and wife it automatically changes their gender and correctly identifies their parental roles.

Pedigree	Family	Descendants	People	WebSearch	Timeline														
<div> <div> Father: Mary Little-3448 b: m: 12 Jan 1924, Elmo, Montana, United States d: </div> <div> Mother: Jonathan Lamb-3449 b: d: </div> </div>																			
<div> <div> Father's Parents: + Click to add father + Click to add mother </div> <div> Mother's Parents: + Click to add father + Click to add mother </div> </div>																			
<table border="1"> <thead> <tr> <th>Children</th> <th>Sex</th> <th>Born</th> <th>Birth Place</th> <th>Died</th> <th>Death Place</th> <th>Relation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Patty Lamb-3682</td> <td>F</td> <td></td> <td></td> <td></td> <td>birth</td> </tr> </tbody> </table>						Children	Sex	Born	Birth Place	Died	Death Place	Relation	1	Patty Lamb-3682	F				birth
Children	Sex	Born	Birth Place	Died	Death Place	Relation													
1	Patty Lamb-3682	F				birth													

1. Highlight one of the parents. Go to the "Edit" menu and select "Swap Husband and Wife" from the menu.




2. Confirm that you want switch them. If unsure, click "Cancel" to abandon the change.



3. If either the husband or wife has another spouse, RootsMagic will **not** allow you to swap their positions. In these cases, you will need to unlink them from their other spouse. (Refer to section "A. Unlink from Spouse" in this guide.)

a. For the remaining linked couple, use "Swap" to change their gender and spousal/parental roles.

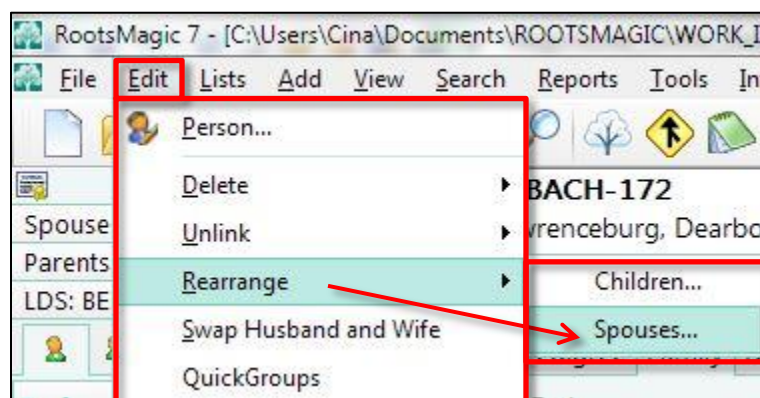
b. Change the gender of the unlinked spouse and relink them.

 **NOTE:** *Unlinking will delete the marriage fact and sources for this couple. Before unlinking, you may wish to print a family group record to use as a reference in adding their marriage later.*

The image shows the 'Edit Person' window for Eunice MARTIN-2906. The window has a title bar 'Edit Person' and a toolbar with buttons: '+ Add a fact', '- Delete fact', 'Options', 'LDS facts', 'Address', 'Media', 'ToDo', 'Research log', and 'WebTags (0)'. Below the toolbar is a table with columns: 'Person', 'Spouse', 'Parents', 'Facts', 'Date', 'Details', and 'Age'. The 'Person' row shows 'Eunice MARTIN-2906'. The 'Spouse' row shows 'Andrew DRAKE-2905'. The 'Parents' row shows 'Humphery MARTIN-2907 and Experience PYATT-2908'. The 'Facts' row shows 'Birth', 'Death', 'Marriage', and 'NFS ID'. The 'Date' row shows 'abt 1748', '1840', and an empty cell. The 'Details' row shows 'Scotch Plains, New Jersey, British America', 'Smithfield Township, Northampton, Pennsylv...', and 'Andrew DRAKE-2905'. The 'Age' row shows '0' and '92'. To the right of the table is a 'Person' form with fields: 'Given Names: Eunice', 'Surname: Martin', 'Sex: Male' (dropdown), 'Prefix:', 'Suffix:', 'Nickname:', and 'Living' (checkbox). At the bottom right are 'Save' and 'Cancel' buttons. A red arrow points from the 'Spouse' row of the table to the 'Sex' dropdown menu.

F. Rearrange Spouses and Children

Spouses and children will appear in the order you entered them. If they were not entered chronologically in the database then they will appear out of order in reports. To fix this you can rearrange their order.

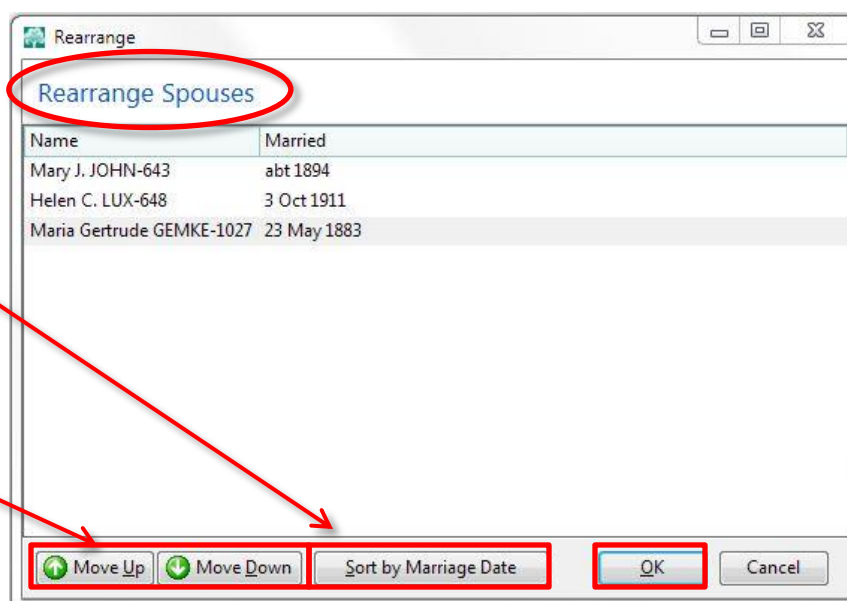


1. Click the “Edit” menu, hover your cursor over “Rearrange” and select “Spouses”.

2. The Rearrange Spouses window will open.


3. The spouses will be displayed in their current order. Click the “Sort by Marriage Date” button to arrange the spouses in chronological order.

You can also highlight a spouse and use the “Move Up” or “Move Down” buttons to reposition them.



4. When you have the spouses in their proper order, click OK to save the changes and close the window.

5. A quick way to rearrange children is to click the icon to the left of the “Children” column heading.

Father:				
Joseph "Joey" LIMBACH-166				
b: 12 Mar 1839, Bitburg, Rheinland, Preussen, Germany				
m: 5 Aug 1861, Lawrenceburg, Dearborn, Indiana, United States				
d: 4 Dec 1893, Washington, District of Columbia, United States				
Mother:				
Margaret HUSCHART-170				
b: 19 Dec 1842-7 Jan 1843, Lawrenceburg, Dearborn, Indiana				
d: 13 Aug 1881, Delphos, Allen, Ohio, United States				
	Children	Sex	Born	Bir
1	Rosa M. LIMBACH-171	F	25 May 1862	Wil
2	George Alais LIMBACH-172	M	8 Jun 1863	Lav
3	Maria Louisa LIMBACH-173	F	28 Jan 1865	Ch
4	Ida Franziska LIMBACH-174	F	10 Mar 1866	Sai
5	Joseph Alphonse LIMBACH-175	M	23 Dec 1867	Hu
6	Arthur Edward LIMBACH-176	M	22 Feb 1870	Lav
7	Caroline Elizabeth LIMBACH-177	F	23 Nov 1872	Log
+ Click to add a child				

You can “Sort by birth date” or highlight a child and use “Move Up” or “Move Down” to correct their sort order.

4. When you have the children in their proper order, click OK to save the changes and close the window.

Rearrange

Rearrange Children

Name	Born
Caroline Elizabeth LIMBACH-177	23 Nov 1872
Rosa M. LIMBACH-171	25 May 1862
George Alais LIMBACH-172	8 Jun 1863
Joseph Alphonse LIMBACH-175	23 Dec 1867
Maria Louisa LIMBACH-173	28 Jan 1865
Ida Franziska LIMBACH-174	10 Mar 1866
Arthur Edward LIMBACH-176	22 Feb 1870

Move Up

Move Down

Sort by Birth Date

OK

Cancel