RootsMagic — Magic Guide

Importing a GEDCOM File

This Magic Guide covers:

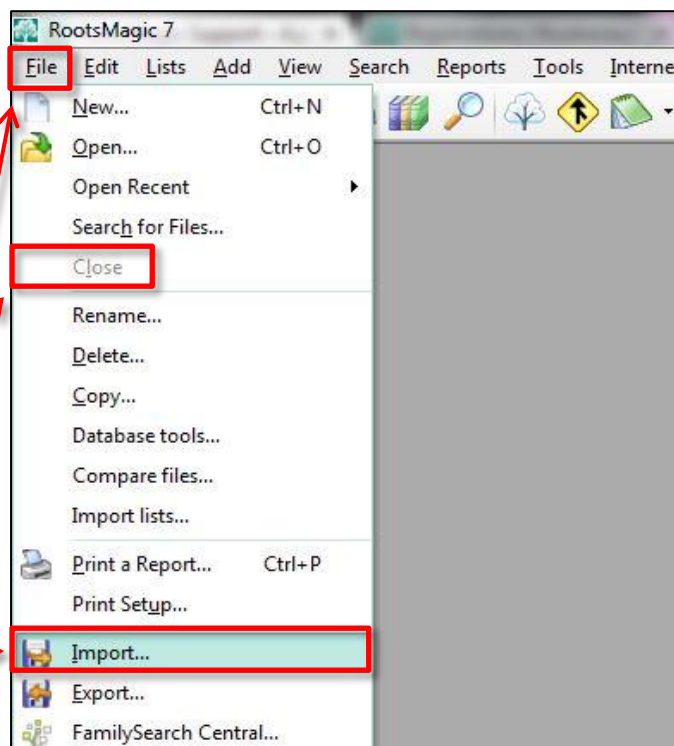A. What is a GEDCOM file
B. How to Import a GEDCOM file

A. What is a GEDCOM

We highly recommend importing GEDCOM files into a SEPARATE, NEW, file first. Importing them directly into your good database could have unforeseen consequences.
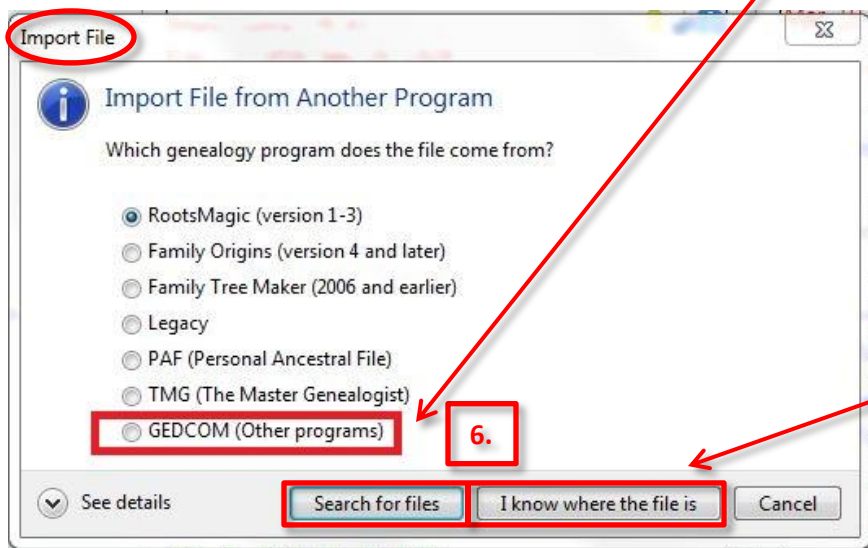
 GEDCOM is an acronym for **GE**nealogical **D**ata **COM**munications. It was developed by The Church of Jesus Christ of Latter-day Saints to allow the exchange of genealogical data between genealogy software programs and websites. The entire database, or just parts of it, can be shared. A GEDCOM file from other programs will IMPORT into RootsMagic.

B. How to Import a GEDCOM File

1. Open RootsMagic.

2. If a file is already opened, importing a GEDCOM will add records to your current database. Checking the quality of the GEDCOM first is a better option; click "File" and choose "Close".

3. If no database is currently open importing a GEDCOM will automatically create a new RootsMagic database for you.

4. Click on "File" menu and choose "Import".

5. On the "Import File" window, select the option, "GEDCOM (Other programs)".

6. If you do not know where the file is, click "Search for files".

RootsMagic will look for all of your .ged files. Choose the file you want from the list.
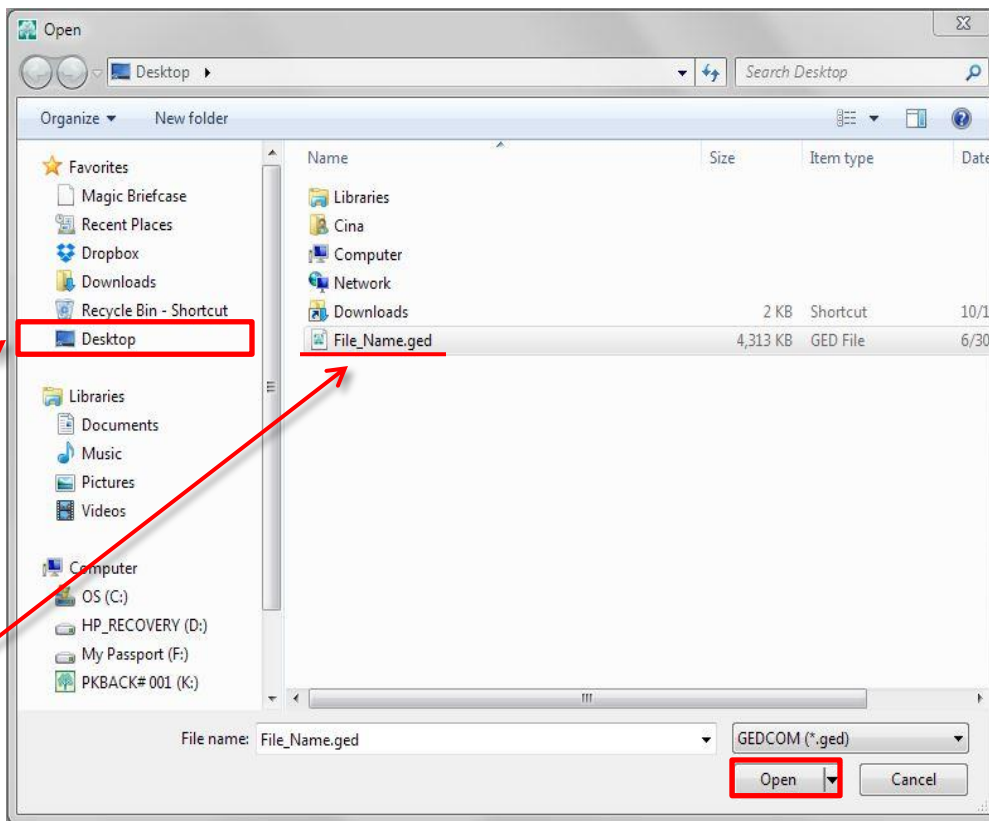
If you know where the file is stored on your computer, click "I know where the file is".

7. If you clicked, "I know where the file is", this window will open.

8. Maneuver to where the file is stored. The file name will end with .ged.

In this example, the file is on the desktop. You will need to find the folder where your file is stored.
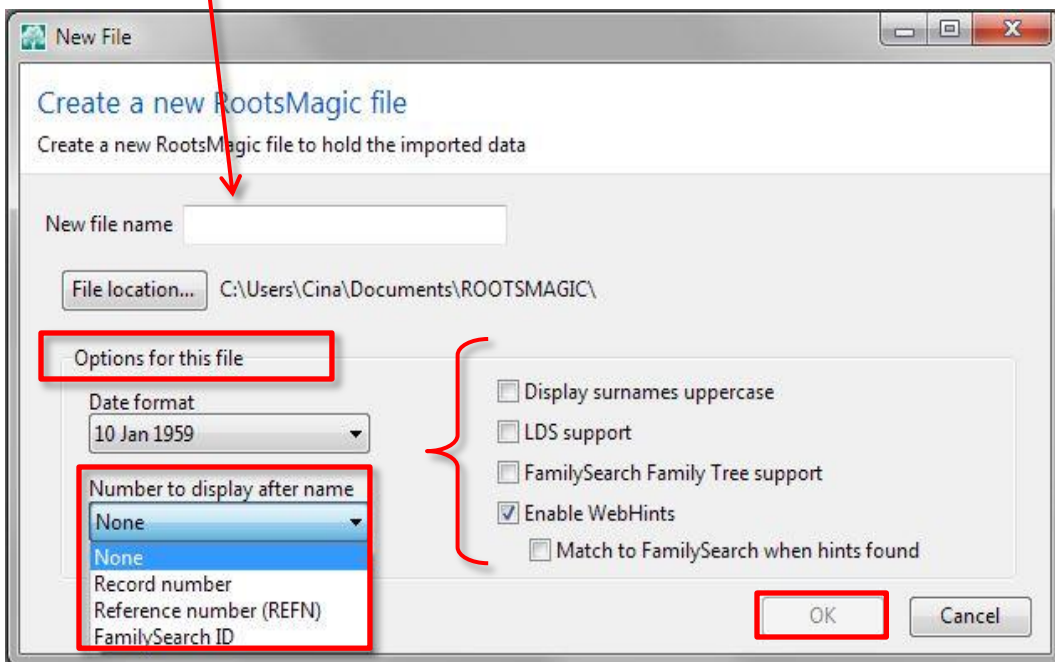
Click "Desktop" or the folder where your file is stored. Files in that folder will appear in the right panel
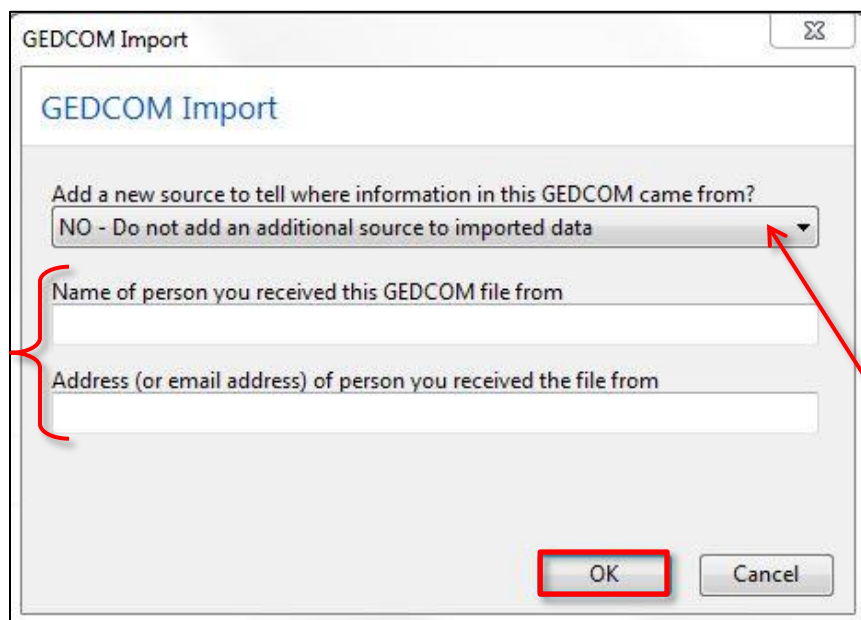
9. Click on the file.

10. Click "Open" to open the file.

11. Enter the file name you want to give this file. The name can match the GEDCOM file name or be completely different. **Do NOT give it the same name as any other RootsMagic database on your computer.**

12. Under "Options for this file" you can select the "Date format", "Number to display after name", and several other options. These options can be modified after the file is created by going to Tools > File Options.

13. Click "OK" when done.

14. You can leave this window "as is" or change the option and fill in the blanks as desired.

NOTE: If you received the GEDCOM from another researcher you may find it helpful to document where the information came from. The drop down list will allow you to attach the researcher's name, address or email as a source to every person or event imported into the database.

15. Click "OK" to finish creating a RootsMagic database from the GEDCOM file.