

# Cleaning up Your Source Lists

You only need to have one source or Repository with the same name. So if you have more than one you can merge them together my going to:

## Merge Duplicate Sources and Citation

Click **Tools**

Click **Merge Duplicate Sources and Citation**

If your source or Citation does not merge that means they are not exactly like. **Never Never Never** delete a source or repository. If you do it will disconnect it from any one it is connected to.

The next step is to edit each duplicate source so that they are exactly alike. Then they will merge. If they still do not merge check the box "Print title in italics." Then try to merge. If it still does not merge then you need to start looking for invisible spaces. You can find them by looking at the bottom of the edit source screen where it says: "Sample Footnotes."

## Finding who is attached to a source

Sometimes we have a source that is to broad. To figure out if it is to broad ask yourself if the source information can all be found at one repository. For example: If I just have "Birth Certificate" as my source what would the repository be? How about "Birth Certificate: Utah". Now I have one repository location for birth certificates in Utah.

So what you need to do is find out which Birth Certificate is connected to each source so that you can add or modify the source if necessary. To do this go to:

File. Click: **Print Reports**

Click: **List Tab**

Check: **Citations referencing a source**

Click: **Preview**

Your source list will appear because it doesn't know which source you want. Highlight the source you want and click **select**.

Now print out this report so that you can use it as your guide in making sure you have the right source and repository for that person and event.

If you have sources in your notes you can do a focus filter to help you move all those sources to the proper place.