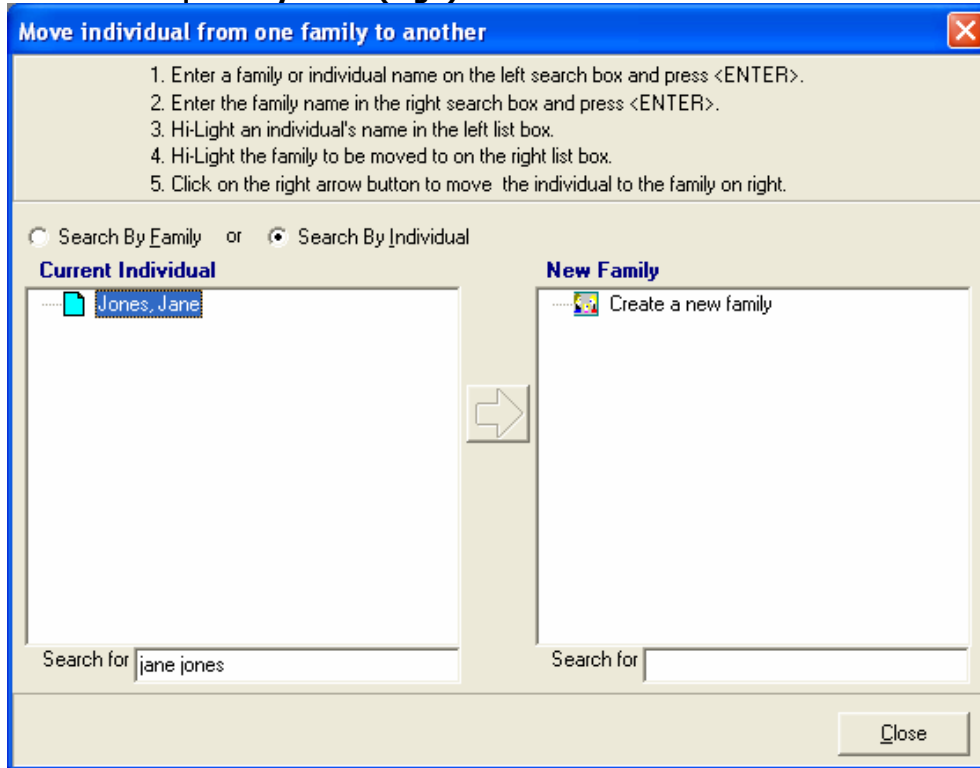


## Servant Keeper - Family Links Help

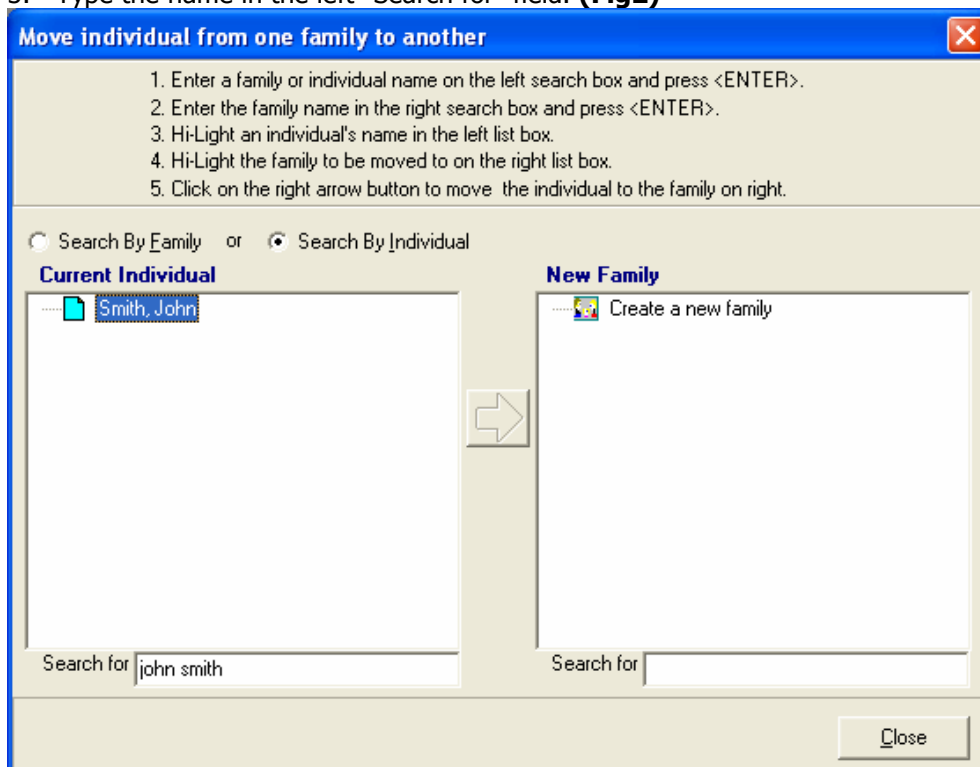
In Servant Keeper there is an easy to use feature called "Family Links" that allows you to move people around in the database without losing any information from their profiles and without needing to reenter them a second time in the database. Use these steps below as a guide to using the Family Links feature.

### 1. Click **Edit | Family Links (Fig1)**



**Fig1**

2. If you want to search for families by family name click "Search By Family" otherwise leave the dot in "Search By Individual"
3. Type the name in the left "Search for" field. **(Fig2)**

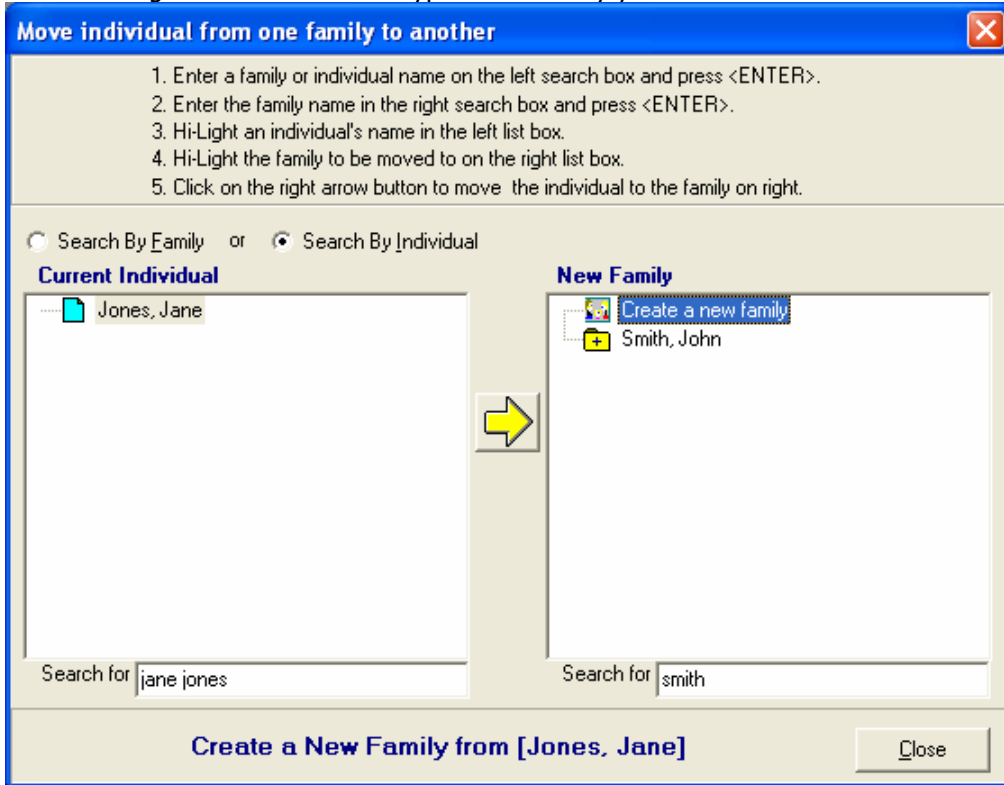


**Fig2**

#### **Notes on searching:**

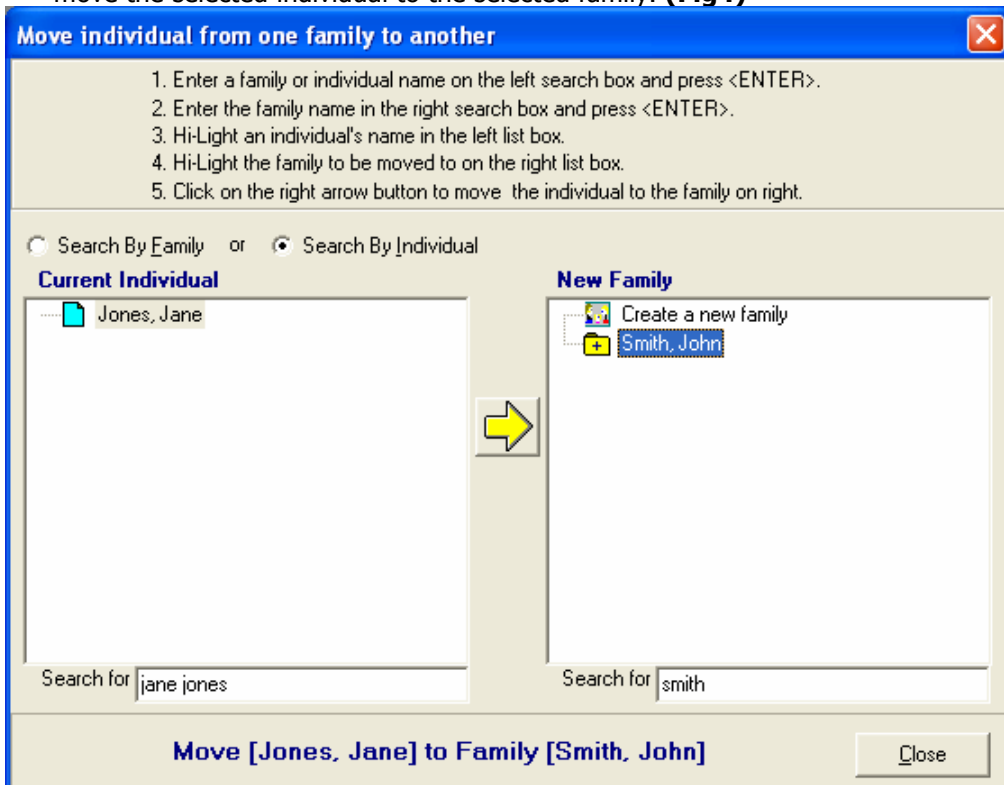
When searching for a family, use the last name of the family. When searching for an individual the easiest way is to use the first and last name together.

4. In the right "Search for" field type in the family you want to find to move some of the individuals into. **(Fig3)**



**Fig3**

5. Click on the person you want to move on the left side, and click the family you want to move them to on the right side. Then after reading the blue text at the bottom of the screen to confirm the move click the yellow arrow to move the selected individual to the selected family. **(Fig4)**



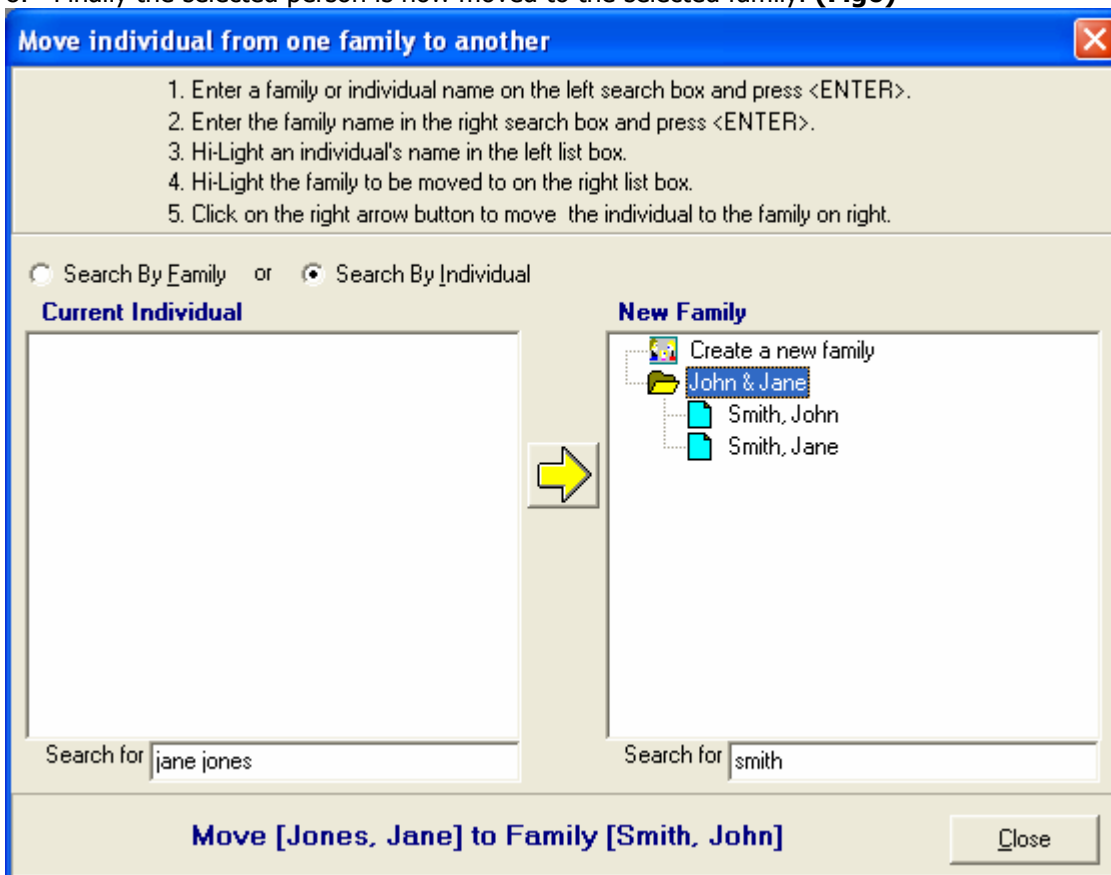
**Fig4**

7. The program will then ask you for the relationship of the person. If the relationship shouldn't change then click OK otherwise select the relationship and then click OK. **(Fig5)**



**Fig5**

8. Finally the selected person is now moved to the selected family. **(Fig6)**



**Fig6**