

FAMILY SEARCH FAMILY TREE - HOW TO NAVIGATE

Open familysearch.com

Sign In/Sign Up (create account)

- Must have an email address to create an account. You can access some of FamilySearch without an account but you cannot use Family Tree without one.
- Member or non-member
- Remember:
User Name _____ Password _____

Your Name (dropdown)

- Settings (change your personal info) In Account make email address PUBLIC
- Source Box
- Sign Out (always remember to sign out when you are through especially on a public computer)

Get Help (two valuable items in this dropdown)

- Call 1-866-406-1830 (available all the time)
- Select Learning Center and search for: "sandbox"
- Select Family Tree Training Lessons and Videos and view it (some are out of date)
- Or go to:

https://familysearch.org/learn/wiki/en/Riverton_FamilySearch_Library/Handouts_and_Guides

Find many helpful and current classes and handouts

See Family Tree/Family Tree Quick Start Guide

Family Tree (dropdown)

- Tree icon – goes to tree with focus person in main place
- Person – goes to your focus person detail page
- Find – find someone **already in the tree**
- Lists – notifications of changes to persons with "Watch" enabled

Whose tree is this?

- Everyone in the world
- Your login make it start with you

Memories (top of page - dropdown)

- Gallery – new
Shows all memories together that you added – photos, stories, docs, audio
Can add new photo, document, story or audio
- People – photos you have added to tree
- Find – find memories in all of tree for a person by name (added by anyone)

Search (top of page - dropdown)

- Records – all FamilySearch records and documents, not the Family Tree
- Genealogies – IGI, Ancestral File (other people's trees, be careful here, source them)
- Catalog – collection held by Family History Library, Salt Lake City, some are online and indexed
- Books – collections from eight different libraries or archives (Awesome!)
- Wiki – learn about researching places and things (another awesome site!)

Go to Tree - Family Tree pedigree views will give you three options:

- Traditional – can add spouses on the tree in this view
- Portrait
- Fan Chart
- Descendancy

Show

- Can deselect items to make it run faster

Person Page

- Click on a person name on pedigree
- See Summary card and see quicklook about person
- click "Person" for all stuff about that person

Details Tab

- Tree icon
- Life Sketch
- Name & Vital information, birth, death, etc. – you can edit info but so can other people
- Other Information
- Family Members (includes spouse, children, parents & siblings)
Edit Icon - Choose Biological, adopted, guardianship, foster or step relationship or change relationships
- Sources
- Discussion
- Notes

Memories tab (top of person page)

- Photos – photos you have uploaded for person
- Stories – stories you have put in Family Tree
- Documents – your uploaded documents
- Audio – add from your audio files

Record Hints

Shows records found by Fam Search while you sleep (great)

Research Help

- Research Records (very valuable) on various sites
- Populates your search query

Print Box

- Pedigree
- Family
- Family with sources
- Fan Chart

Latest Changes

- Shows all changes made by anyone
- Shows person who made the latest changes with email link
- Changes can be undone

Tools

- Possible Duplicates
- Report Abuse
- Delete Person (carefully and rarely use this)

Sources

- Allows anyone to quickly see the document you used to support a fact

Why Source?

- To prove authenticity – no sources, no proof
- Peoples memory can be faulty – need more specifics, ie; documents
- Sources are vital in proving and improving the genealogical information in Family Tree
- Prevents another researcher from changing your results
- You could be researching the wrong line!
- Start with you and work back, proving/documenting everything

What is a source?

- A source is an item, can be historical record, letters, picture, Bible, book, or other object that contains evidence

How sources appear in Family Tree

- Title - The name of the source – appears on screens in Family Tree
- URL – Optional field that contains the web address where the index or actual image of the source may be found. A source must have a URL to be accessed and seen by others.
- Citation – Reference to a source. A full citation of the source includes collection information and other details. Shows how item may appear in a bibliography of the source.
- Notes – Can be utilized by the user to detail specific information captured from the source. **Can be read on the person page quickly.** Can also contain copy of the original document

Types of sources used in Family Tree

- User Sources – Sources that a user manually creates. A source title is required. Can be documented without a URL, using only the title and citation plus notes as desired.
- System Sources – These are generated directly from historical records on FamilySearch by the user. The system will copy the information automatically. This cannot be edited but notes may be added. If FS **ever** makes a **change the new URL will be updated**

Easy steps to source in Family Tree

- Find a record
- **Attach** record to person or persons from index of that record

Additional information:

- Sources are not available or attachable to living persons in Family Tree.
- To attach sources from outside FS – www.recordseek.com (need only once to place Tree Connect onto your bookmark bar. This free program makes it easy to attach outside sources to Family Tree.
- **FamilyTree is not a place to post information that is not for sure or almost for sure. Since it is a public place, once you post it, it will be copied and if not correct, people will be adding incorrect relationships causing problems and a huge waste of time for you and others.**
- Bridge Roots Magic 7 link to Family Search – see RM webinar 50
At rootsmagic.com/learn/webinars