

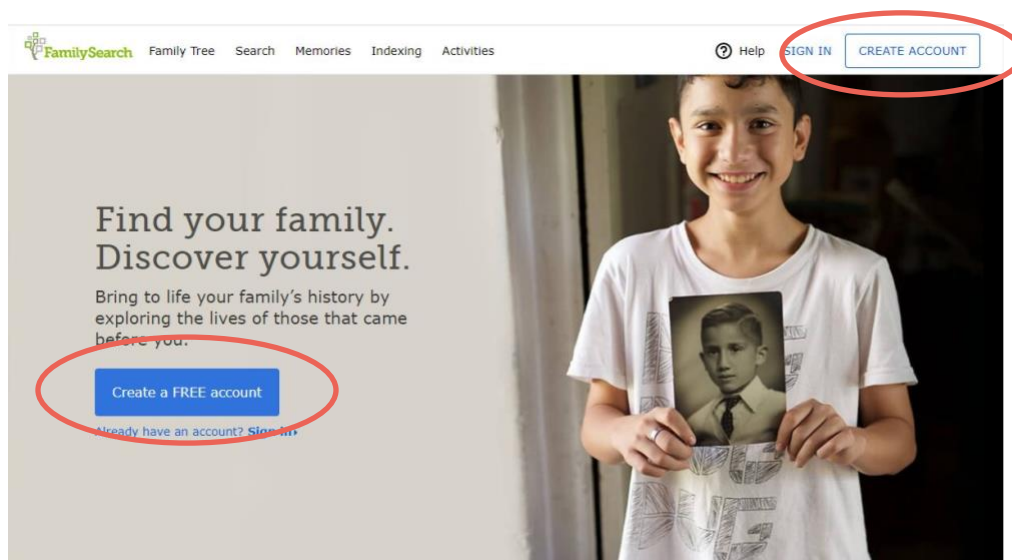


FamilySearch.org: Navigate, Add, Standardize, Edit, and Print

NAVIGATE

Create Account – This tab is in the upper right corner of the FamilySearch home page. It allows a person to become a registered user of the FamilySearch website.

- Create a username and password and then activate your account by mobile phone or email.
- You must be a registered user to access the FamilySearch Family Tree and some of the search features when searching for records.



The **FamilySearch logo** on the upper left is a functioning icon. Clicking on this takes you back to your personalized Home Page on www.familysearch.org.

FamilySearch Home Page

Contains several areas to help you discover, find, and document the lives of your ancestors when you **sign in**.

Home Page - Left side:

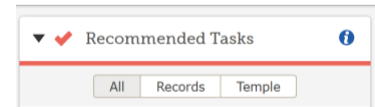
The top box contains links to personalized topics which you can scroll through. These topics will change periodically.

- View **Memories** that have recently been added to FamilySearch by you or others linked to your direct family tree.

Home Page - Right side:

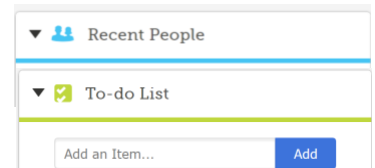
Recommended Tasks:

- **All**
- **Records** – contains information and [Record Hints](#) about sources that can be attached to your ancestors to further document their lives.



Recent People – list of names that you have recently viewed in the Family Tree.

A **To-do List** – add tasks or goals you want to accomplish in your research.



Overview of Tabs



Family Tree – See Tree and Person views, Find (search by name or ID in the shared FamilySearch database), and Lists of people in your Watch list.

Search – Search Records from the FamilySearch collections, search the Family Tree, submitted Genealogies, the Family History Library Catalog and (NEW) Images. Multiple databases are included in the Books tab, and Research Wiki. (You must be a registered user to access the Search features outside of a FamilySearch Center).

Memories – Links to your Gallery containing Photos, Stories, Documents, and Audio files you have added to FamilySearch. There are also links to the People tab and Find application.

Indexing – Information about, and the opportunity to participate in indexing records that are being digitized so they can be viewed and become searchable.

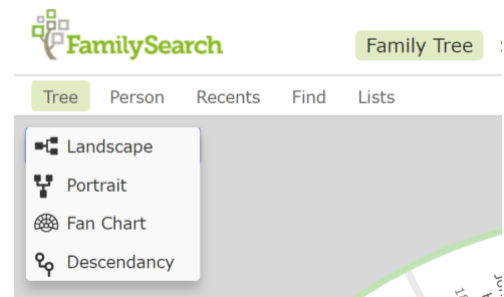
Activities – In-home and online activities designed for the whole family to have fun discovering family history in a completely new way.

Note: By hovering your mouse over an item in the header, dropdown menus appear with options to quickly navigate to a specific place within that section.

The Family Tree Tab

Tree – Takes the user to the last person viewed in the main position. There are four ways to view the ancestors of the person in the primary position on the pedigree view:

- **Landscape** – pedigree displayed horizontally.
- **Portrait** – pedigree displayed vertically.
- **Fan Chart** – pedigree displayed as a fan chart 4 to 7 generations.
- **Descendancy** – 1 to 4 generations of descendants.



Person – Displays the Person details view of the most recent person viewed.

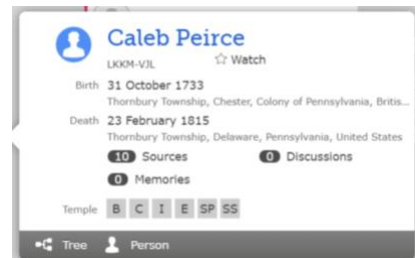
Recents – Shows the list of the last 50 names recently viewed with the account holder's name on top.

Find – Searches for an ancestor in the Family Tree by name or ID number.

Lists – List of people you are watching, as well as all recent changes to those ancestors you requested to be watched.




Person's Summary Card

The card pops up when a person's name is clicked. The Summary Card lists the person's name, vital information, ID number, number of sources, memories and discussions attached, and the person's temple ordinances for members of the Church of Jesus Christ of Latter-day Saints.

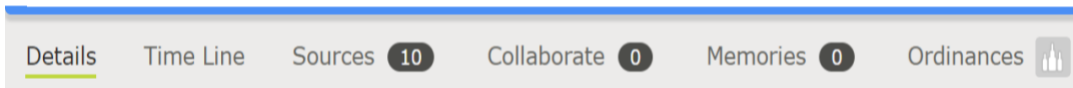


Person "Details" Page

General Information Box at top

- Every person has a computer generated **ID number**.
- **Birth and death information.**
- **View Tree** – Puts that person in the primary position on the pedigree views.  View Tree  Watch  View My Relationship
- **Watch** – Turn on the watch feature for an individual person's page, by clicking on "Watch" to begin watching. Click on "Unwatch" to turn it off. When the star is black, you are watching that person. When activated, you will receive weekly emails about changes made on that person's page or see changes in Lists.
- **View My Relationship** – Shows your relationship to the person.

On the **Person** page - just below the information box there is a group of tabs.

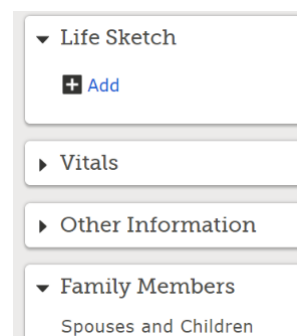


- **Details** – Shows several fields that contain vital information about the person.
- **Timeline** – The timeline is generated from information in the Family Tree. A Map can be turned on to see the location of each event. Show options to include Historical Events, other relatives, and research hints on the timeline. View as a Map or Satellite view.
- **Sources** – Contains a list of sources about that person which help verify the accuracy of the information entered. Provides documentation of birth, marriage, death, or other vital information.
- **Collaborate** – Enter Notes and Discussions about the person or research conclusions.
- **Memories** – Links to memories (photos, stories, documents, or audio files) that have been added for the person.
- **Ordinances** – Contains information about temple ordinances for members of The Church of Jesus Christ of Latter-day Saints.

ADD or EDIT

From the Person Detail view:

- **Life Sketch** – This could be a brief biography or other information about the person. You can type into the box or use copy/paste from a word processor.
- **Vitals** – Name, Gender, Birth, Christening, Death and Burial Information.
- **Other information** – Alternate names and other specific titles or facts about the person.
- **Family Members** – Add people to the collaborative FamilySearch Tree Database from either the Tree or Person view by clicking on the Add button:
 - **+ Add Father**
 - **+ Add Mother**
 - **+ Add Child** found at the bottom of the **Children** dropdown.
 - Fill in as much information as you have for the person you wish to add. You must mark **Living** or **Deceased** to continue.
 - If someone in the FamilySearch database already exists with a similar name, dates and place, you will be shown possible persons to choose from. If one of these choices appears to be the same person, **Select Person** or **Select Couple** (if the individual is connected to a Spouse).
 - If there are No Matches Found, you may select **Create Person**.



EDIT

Wherever information in Family Tree is **blue** it links to further information.

- Names, dates, and locations can be edited by clicking on the **Edit** button by the name, date or place.
- Edit **Family Relationships** (Spouses or Parent/Child) by clicking on the Pencil icon next to the child, or the marriage information on the Person Details page.
- Clicking on a name in the Family Members section opens the **ID Card** for that person.
- Clicking on **Sources** opens further information about attached sources.
- Click on **Collaborate** to add **Notes** or **Discussions**.

STANDARDIZE Names & Dates

The FamilySearch Family Tree uses a standardized system for place names, and dates.

- Places are listed as City, County, State, Country – (all completely spelled out).
- Dates are listed as Day, Month, Year – (with the month completely spelled out).
- If you do NOT know the person's name, leave the field blank. Do not enter terms such as Baby, Unnamed, Twin, etc. (See the article in the Help Center titled "What words and abbreviations cause "Needs more information to appear?").
- Nicknames should be entered in the Other Information - Alternate Name field.

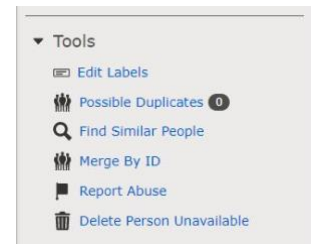
MORE NAVIGATION TOOLS

Found on the right side of the Person Detail View

- **Research Help** – Contains Record Hints, Research Suggestions or Data Problems that likely apply to your ancestor. Record Hints may be evaluated and, if they apply, they can

be attached as sources to document information. Data Problems alert you to problems such as “Child was born after mother’s death”, or it could be a date that is not standardized correctly. Research suggestions provide other suggestions to search for information about your ancestor.

- **Search Records** – From the Person view, click on the logo tabs for FamilySearch, Ancestry, etc. These are links to Results pages on the FamilySearch website or partner websites. They may be linked to additional information or records about an ancestor.
- **Latest Changes** – This contains a log of all changes made on the individual's information. Click on **Show All** to view a complete log.
- **Tools** – Links in this list help maintain the integrity of records by finding similar and duplicate people and allowing merges of duplicate individuals. You can search for possible duplicate persons in the database and merge them by name or by ID number. Possible Duplicates can be evaluated and merged if they are duplicates or marked as **Not A Match** if they are NOT duplicates in the FamilySearch database.



PRINT

The Print option is found on the Right sidebar of the Person View under +`Tools. Charts can be printed from the various views.

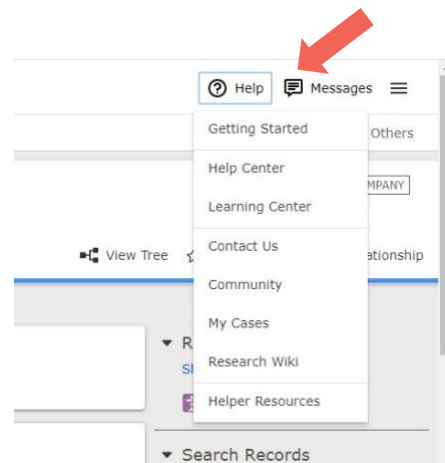
- Pedigree view (landscape)
- Pedigree view (portrait)
- Fan chart
- Family Group Record (with or without sources)



HELP

The **Help** button located in the upper right corner of the FamilySearch screen is used to access the Help Center and other Help Resources. Click on any of the menu choices for links to a wealth of information.

- **Getting Started** – Articles and short videos to help you discover your story, explore your Family Tree and learn how-to find your ancestors.
- **Help Center** – Contains a dozen categories for further information regarding your questions. Search for a topic or query in the search box.
- **Learning Center** – Contains articles and videos on many topics and locations.
- **Contact Us** – Helps you locate a Family History Center near you when you enter your zip code. Also, find people in your area who are willing to help. (See more below)
- **Community** – Post your questions or Join a Group specific to your genealogical research to get help finding answers from the community and professionals.



- **My Cases** – A correspondence log regarding any cases you submitted to FamilySearch for inquiries or possible Feedback.
- **Helper Resources** – includes a link to the What’s New [FamilySearch Blog](#), articles and activities to help Family History Consultants assist other people with family history.
- Feel free to explore all the menu choices.

Contacting FamilySearch

From the Help Center menu click “Contact Us” for assistance.

- **Find Local Help** – Lists Family History Consultants in your local area and Nearby Family History Centers including contact information.
- **Support Center Hours and Holiday Schedule** – Call the FamilySearch Support number for assistance with Product Support or Research Assistance.
- **Send a Message** – Allows you to submit a problem or question to FamilySearch Support for response via e-mail with an attachment.
- **Live Chat** – Allows online chat.
- **Call Us** – Provides toll free numbers to FamilySearch Support (U.S. is 1-866-406-1830)

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