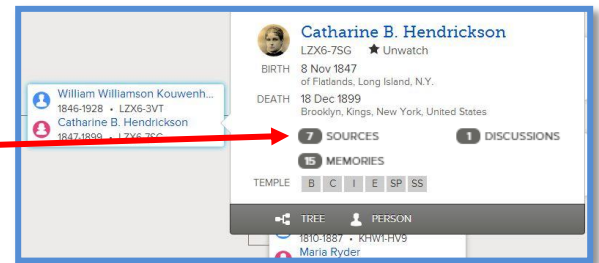


PUTTING DOCUMENTS AS SOURCES IN FAMILY TREE

This Steps with Pictures Guide shows how to put documents in FT, that are not found in FS online databases, including one of a kind records that may be found in the home and other places.

1. Sign-in to FamilySearch, in the pedigree find the ancestor whose document you have and click on their name.
2. In their Summary Card, click on "Sources."
3. Then in Details page under Sources there are two options, "Add Source" and "Attach from Source Box". We will show steps for both options.
4. Click on "Add Source".
5. Fill in these fields in the **Sources** window :



- 1 **Source Title**—the Who, What, When & Where of the record. If other people are mentioned in source, consider adding their name(s) to the Title so that it applies to them also.

1 Source Title (Required)
Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

2 WEB PAGE URL (Link to the Record)
Example: http://www.uk1841census.com/census_online.htm

3 Where the Record Is Found (Citation)
Example: UK Census, 1841, Arbroath, Perth, Scotland. Population schedule. Dwelling address. Federal archive. Digital Image

4 Describe the Record (Notes)
Example: Hugh S. Smith Family Page 7, Lines 23-27. Arbroath, Scotland. UK Census 1841 Father: Robert Smith. Mother: Helen Strachen. Children: Hugh Sidley Smith, Robert Smith.

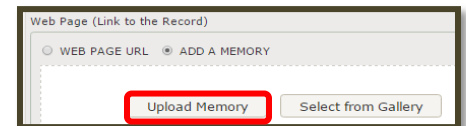
5 Reason to Attach Source
Explain why you attached this source to this individual.

6 Select the Information or Events in this Source
☐ Name ☐ Birth ☐ Death ☐ Sex ☐ Christening ☐ Burial

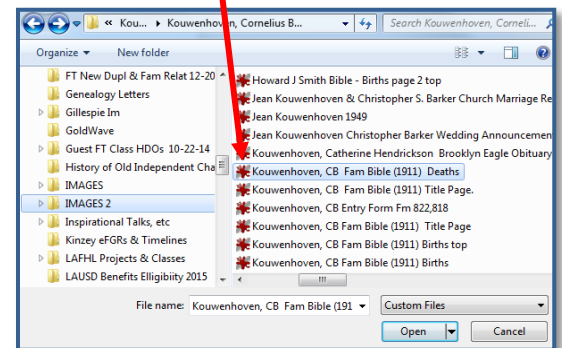
7 Add Source to My Source Box

Save Cancel

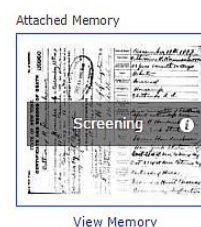
- 2 **Web Page**—Click on **ADD A MEMORY** circle and select "Upload Memory".




Locate your document on the computer or flash drive, **highlight** it and double click on the document name to upload it.




The document will appear with a temporary "Screening" band over it.



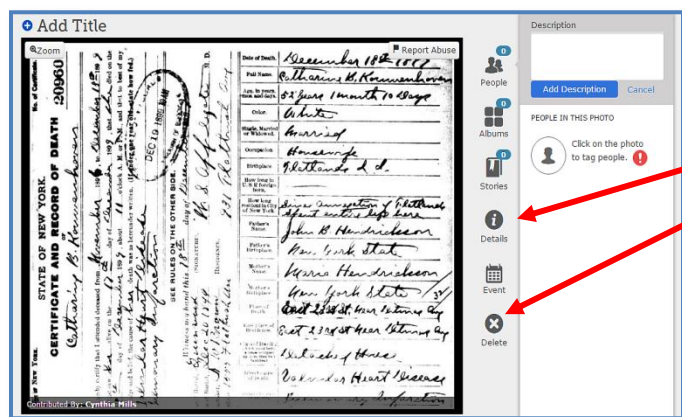
If "Unscreened" band shows up, meaning the upload is not yet complete, it will go away.



- 3 **Where Record is Found**—give the location of the record (URL, address, etc.) so others can find it
 - 4 **Describe the Record**—enter important notes
 - 5 **Reason to Attach Source** - list key information the document contains
 - 6 **Select Information ...** - places source next to event in *Vital Information* section of Details page
 - 7 **Add Source to My Source box** - check box so source can be easily added to another person
6. When the 7 fields are filled in, scroll down and click  .

7. This source will now appear at the top of the Source list on your ancestor's Details page (camera icon).

 **Kouwenhoven, Catharine B. Death cert. NYC (Brooklyn), NY 1899**

Click first on the source name and then on “View Memory” just below the image




to get into the **FS Viewer Window** where you can enter a Title, tag a person (click on the image), enter Description, change photo to document or visa versa - Details icon , delete document , etc. Deleting a document from person here does not delete it from the gallery; that must be done separately in the gallery.

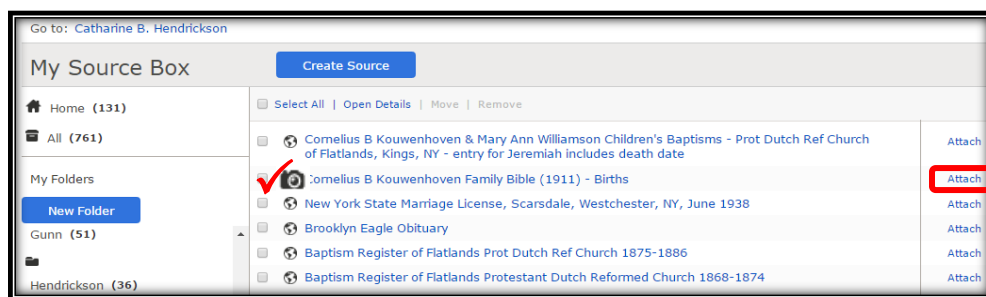
8. If changes are made, you will need to click



again.

9. If a document is **already in your FT Source Box (Step 3)** attaching it to someone else listed in the document is really quite easy. Because it is attached to someone else in your FT), click “**Attach from Source Box**” and the **My Source Box** window will open. Locate the source by looking through the pages  (see bottom of the page) or in Folders on the left.

10. Put a check in the box in front of the record you want and click **Attach**.



11. An **Attach Source** box will open. It will contain the **Title** of the document, the **Name and ID** of the person the record will be attached to (person in FT in whose Details page where you began to add your source) and a box for the **Reason to Attach** statement.

12. Enter the most important information the document provides in the reason statement field. In this window that is all that needs to be done.

13. All of the source information entered in the original source will be transferred along with any image, to the person indicated.

14. Click **Attach**.



15. It is always a good idea to check in the Details page to see that the source has been successfully entered and changes have been saved.

Note: To “Add a Source” a digital image of the record is needed (.bmp, .jpg, .png, .tif or .pdf format <15 MB). All uploaded photos and documents are examined for appropriateness before they are placed in FT permanently.

RELATED RESOURCE: For a similar Steps with Pictures Guide dealing with online FS documents, go to the WIKI page “Attaching FS Records in FT Using the Source Linker”.

cgm 1-22-2017