FamilySearch

Starting Family Tree:
Navigating, adding, standardizing, printing

Introduction

Create Free Account – Allows a person to become a registered user of the FamilySearch website. You will create a user name and password and then activate your account by cell phone or email. You must be a registered user to access the FamilySearch Family Tree. LDS members will be able to view information about temple ordinances and reserve ordinances for people related to them. If you are not LDS you are most welcome to use the site and will have access to all of the features except information pertaining to temple ordinances.

The **FamilySearch logo** on the upper left is a functioning icon. Clicking on this takes you back to the home page for the website.

There are five tabs across the top of the page. Each tab contains several options under drop-down menus

Family Tree – Links to the pedigree, details, and ordinances of deceased individuals. There are four ways to view the ancestors of the person in the primary position: **Landscape, Portrait, Fan Chart and Descendancy.** Landscape is the default view.

Memories – Links to the Photos, Stories, Documents, Audio, People, Albums, and Find applications. The site currently allows users to add four types of memories**: photos, documents, stories, and audio.**

Search – Allows a user to search Records, the Family Tree, submitted Genealogies, the Family History Library Catalog, Books, and the Research Wiki

Indexing – Takes a user to information about and the opportunity to participate in indexing records that are being digitized so they can be viewed and be searchable.

Temple – Allows the user to see temple ordinances reserved for individuals and families, print Family Ordinance Request (FOR) forms or print temple cards from home. You can unreserve ordinance requests and assign ordinances to the temple system.

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 Menu Bar   *(Located just below the FamilySearch logo)*
Tree – Takes the user to the last person shown in the main position. The drop-down arrow shows the previously viewed history list of persons. It remembers the last 50 people that have

been viewed. Clicking on a name puts that person in the main position of the tree. The first person on the history list is always the user that is logged in.

Person – Displays the details of the last person displayed. The drop-down arrow shows the previously viewed history of persons. It also remembers the last 50 people viewed. Clicking on a name opens the details page for that person. The first person on the history list is always the user that is logged in.
Find – Searches for an ancestor in the Family Tree by name or ID number.
Lists – Lists the people you are watching, as well as listing recent changes to people being watched.
What's New – Links to the FamilySearch Blog which lists updates to the system.

Pedigree Views
- Landscape View
- Portrait View
- Fan Chart View
- Descendancy View

Person's Summary Card
The Summary Card lists the person's name, vital information, person ID number, number of sources, memories and discussions attached, and the person's temple ordinances.

Person's "Details" Page
General Information Box at top
> Every person has an **ID number**– 7 characters composed of letters and numbers.
> **View Tree –** Puts that particular person in the primary position on the Tree Views
> **Watch Feature –** When activated by clicking on the star, you will receive weekly emails of changes made to that person by anyone.
> > Turn on the watch feature for an individual, either from the Summary Card or from 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.
> **View My Relationship –** Shows your relationship to the person.
> The upper right side of the information box may contain links to other websites that contain information about the person. This will vary from person to person.

Three tabs at bottom of the Information Box
- **Details –** Shows several fields that contain vital information about the person.
- **Memories –** Links to memories (photos, stories, documents, or audio files that have been added for the person.
- **Ordinances –** Contains information about LDS temple ordinances. (LDS members only)

Adding and Editing
- **Life Sketch –** this could be a brief biography of the person.
  - This area is open edit
  - 10,000 character limit

- o   You can type right into the box or use copy/paste from a word processor.
- **Vital Information --** Name, Gender, Birth, Christening, Death and Burial Information
- **Other information –** Alternate names and other specific facts about the person.
- **Family Members –** Details about spouses, children, parents and siblings.
- **Sources –** Documentation of birth, marriage, death, or other vital information.
- **Discussions and Notes –** Interaction with interested researchers or family members.

Editing Information
- Wherever information in Family Tree is **blue** it links to further information
- Names and locations can be edited by clicking on the **blue** link and then the **edit** button.
- Clicking on a name in the "Family Members" section opens the ID Card for that person.
- Clicking on a "Source" opens further information and links about that source.
- Clicking on the blue link in Discussions or Notes allows information to be added.

Standardization of names and dates
- The FamilySearch Family Tree uses a standardized system for place names and dates.
- Places are listed as City, County, State, Nation – all completely spelled out.
- Dates are listed as Day, Month, Year -- with the month completely spelled out.
- There is an excellent article in the Help Center on this topic.

Other Information   (Boxes on right side of screen)
- **Research Help –** Contains record hints or research suggestions that likely apply to your ancestor. Record hints can be evaluated and, if they apply, can be attached as sources documenting information.
- **Search Records –** These links to FamilySearch partners which may contain additional Information or records about an ancestor.
- **Print –** Charts can be printed from the various views.
  - o   Pedigree view (landscape)
  - o   Pedigree view (portrait)
  - o   Fan chart
  - o   Family Group Record (with or without sources)
- **Latest Changes –** This contains a log of all changes made on the individual's information.
- **Tools –** Helps maintain the integrity of records by allowing merging of duplicate individuals.
- **Quick Start –** Found on the user's own person page. Clicking on Quick Start will display four generations of vital information similar to what is found in the Family Booklet.

Utilizing "Get Help"
The **"Get Help"** button located in the upper right corner of the FamilySearch screen is used to access the Help Center and other help resources.

Clicking on "Get Help" opens a window with a search box and several menu choices.
- You can enter a search query in the search box
- You can click on any of the menu choices for links to a wealth of information.
- The **"Help Center"** contains ten categories for further information about your question.
- The **"Learning Center"** contains articles and videos on many topics and locations.

- The **"Research Wiki"** contains thousands of articles about nearly all genealogical topics.
- Feel free to explore all the menu choices.

Contacting FamilySearch

From the Help Center menu clicking on "Contact Us" provides several choices for assistance.
- **Find Local Help** – Lists Family History Consultants in your local area
  - Nearby Family History Centers are also listed with contact information.
- **Send a Message** – Allows you to submit a problem or question (Case) to FamilySearch Support for response via e-mail.
- **Live Chat** – Allows online chat about Technical and Product Support or Research Assistance.
- **Call Us** – Provides toll free numbers to FamilySearch Support (U.S. is 1-866-406-1830)