



Preserving Memories in Family Tree

Elder Dennis B. Neuenschwander, of the Seventy, taught that *“The work of gathering and sharing eternal family keepsakes is a personal responsibility. It cannot be passed off or given to another. A life that is not documented is a life that within a generation or two will largely be lost to memory. What a tragedy this can be in the history of a family. Knowledge of our ancestors shapes us and instills within us values that give direction and meaning to our lives. (‘Bridges and Eternal Keepsakes’, Dennis B. Neuenschwander, General Conference April 1999)*

Besides adding and exploring genealogical information in FamilySearch.org, photos, documents, stories, and audio files can be attached to an ancestor’s detail page. Doing so helps us “turn our hearts” to those who have gone before us. It helps us get a better picture of how they lived, why they made the choices they made, and how we fit into the overall picture of our family.

Types of Memories in the Memory Gallery of Family Tree

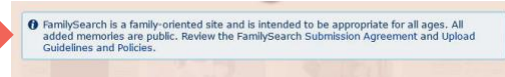
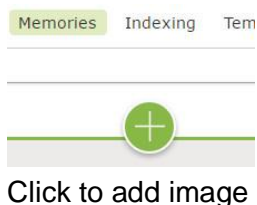
From the **FamilySearch.org** home page, clicking on **Memories** brings up a menu with the option to click on **Gallery**. All the Memories contributed by the person who is signed in to FamilySearch.org are then displayed in their Gallery. See more about the gallery on page 8

Types of Memories that can be added:

- Photos
- Documents
- Stories
- Audio

FamilySearch Content Submission Agreement

- Users are required to agree to the FamilySearch Content Submission Agreement prior to adding photos, documents, or other memories in Family Tree.
- This agreement and the Submission Guidelines will appear when you first enter a memory and will also appear when you click on the add button to add a memory to the Gallery.



Memories Tab Functions

Memories can be added to the Person Page or into the Memories Gallery.

- Memories can be edited, tagged, linked, and unlinked by the user who added the memory – others can view the memory but cannot edit or delete it. However, anyone can detach the memory.
- Information on living individuals in Family Tree can only be seen by the person who entered the information, except for photos and documents which may be found by Google; therefore, it is not recommended that you add photos or documents of living people to Family Tree due to privacy concerns.

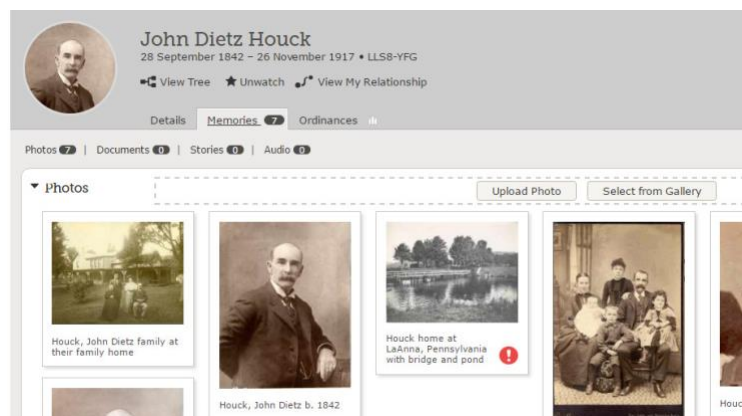
Prior to uploading a photo or document, check the format and size of the image in your file folder. (Leave this file folder window open if you plan to Drag and Drop; see step 3b). Photos must be .bmp, .jpg, .png or .tif format. Documents must be .bmp, .jpg, .png, .tif, or .pdf format. Both must be less than 15 MB. Audio files include mp3, mp4a, and .wav up to 15 MB.

Memories can also be easily added to the Family Tree using the FamilySearch “Family Tree” and “Memories” apps on Android or IOS mobile devices. This will be covered in the webinar on using the Mobile Apps.

HOW-TO UPLOAD / ADD PHOTOS AND DOCUMENTS

1. Go to **FamilySearch.org**, preferably using the Chrome browser, and sign-in. In Family Tree go to the person page for the Individual who is in the memory you intend to upload.

Click on the Person's **Memories** tab to go to the Memories page for that person.



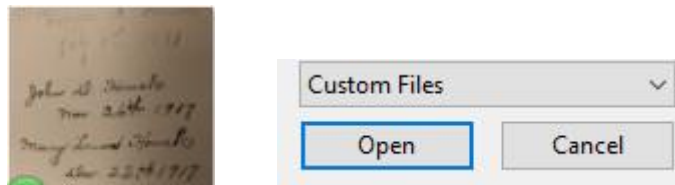
2. The top two boxes are for adding Photos and Documents

Choose to Upload Photo / Document or choose Select from Gallery if the photo or document is already in your gallery.



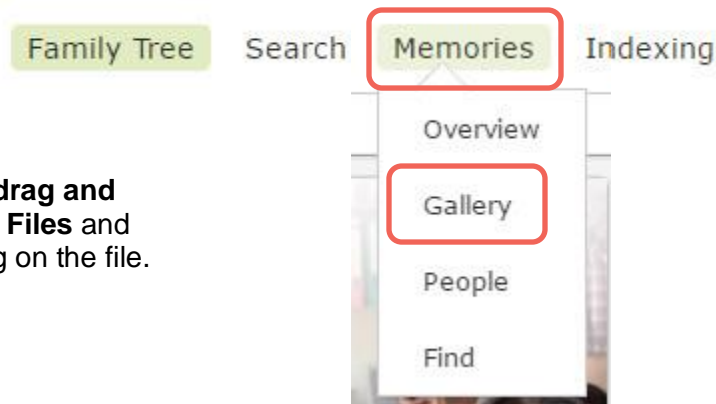
3. There are two ways to **Upload** an image.

a) If you are on the **Memories** area from the **Person** page, locate the image on your computer hard drive or flash drive. Chose the file name, then either double click on the image or click on open at the bottom right of the page.

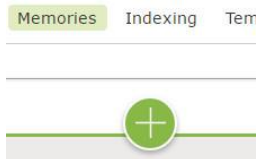


The image will automatically begin to upload directly into the memories area of that person. It is also added to the Gallery. You can also drag and drop the Image into the small rectangular area next to the words "Upload Photo."

b) Or, from the **Memories** tab at the top of the Family Tree page, click on the **Memories** tab which opens a drop-down menu. Click on **Gallery**.



Click on the plus sign to **drag and drop** the files or **Choose Files** and open manually by clicking on the file.



Drag and Drop requires that two windows be open side by side. Click on the desired file and hold the left mouse button down while dragging the file to the upload area. "Drop" the file when the window turns green by releasing the mouse button.



If you are on the memories area from the person details page, this puts the image directly into the photos or documents on that page. The image will also be loaded into the Gallery.

When the image has been uploaded on the person's memories page, or in the Gallery, it will initially have a "Screening" band overlaying the image. Each image is screened for appropriate content. When screening is finished a "Completed" box appears.



When the image is uploaded directly to the person's memories page, it is already attached to that person.

Select from Gallery will open your Gallery. Choose the image you wish to attach to a person's Memories page, by clicking on the small button in the upper right corner. When the **checkmark button** turns blue, click **Attach Photos** in the bottom left corner.

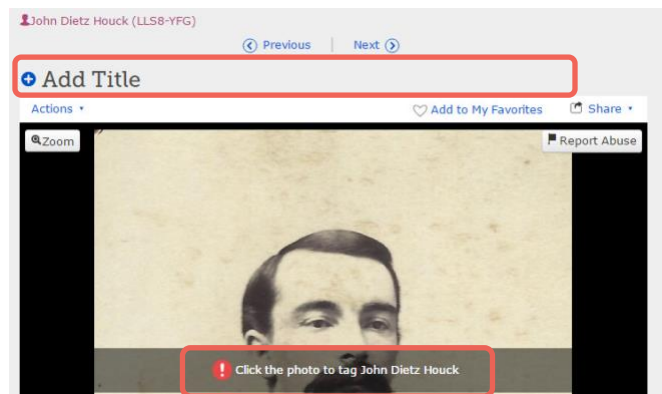


When **Attach Photos** is clicked, the photo is added to the selected person's memories page. You can view all the images in your Gallery by clicking Gallery from the drop-down menu under the Memories tab at the top of the FamilySearch page.

Click on the photo to open it in a larger window. You can Add/Edit a Title, Create/Edit/Remove Tag(s), Enlarge the image (Zoom) and Attach the Photo or Document to one or more individuals.

ADD TITLE, DATES PLACES, DESCRIPTION AND TAG

1. Above the image click on **Add Title** to enter a title for this photo. Click on **Edit Title** to change an already entered title.
2. Photos uploaded to the Tree through the Person Details page are **automatically tagged and identified with the name of the person**. The initial tag, seen when you hover over the photo, is a large square.
3. To tag multiple people in a photo, **SAVE the first tag--** Click **Save**. Then click on the photo where you wish to locate the next tag. Resize the tag box as needed. In the box below the square type the person's name as it appears in Family Tree. If the person's name is not in Family Tree, click on "Add New Person". If the person's name pops up, click on it. This allows you to tag multiple people in a photo.



Be sure to click **Save** to save the changes made to the title.

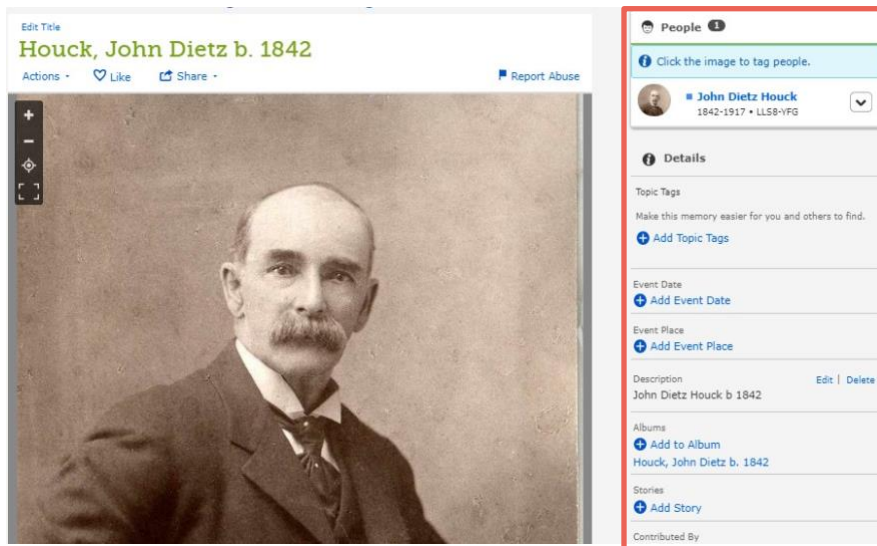


All four people in this photo have been tagged.

4. To **Edit / Remove** a tag in either photos or documents, click on one of the drop-down options (Edit or Delete Tag).

Titles and Tags

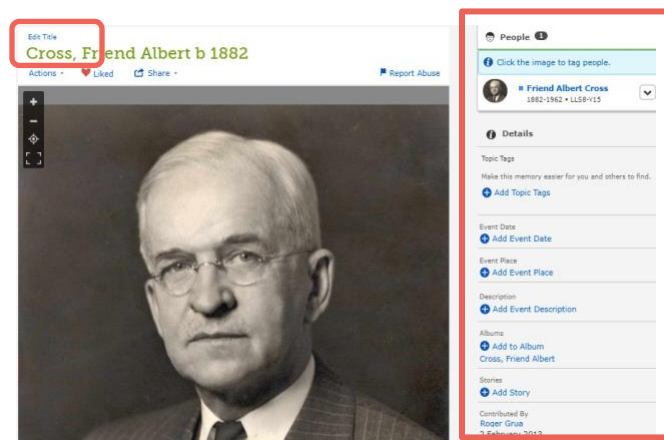
In the Title box identify both the person's complete name and details of the photo, or the Who, What, When and Where of the document.



FamilySearch.org now allows more tags to be added in the Details section on the right side of a photo page. Fill in as much as desired. These allow the photo to be searchable in several ways.

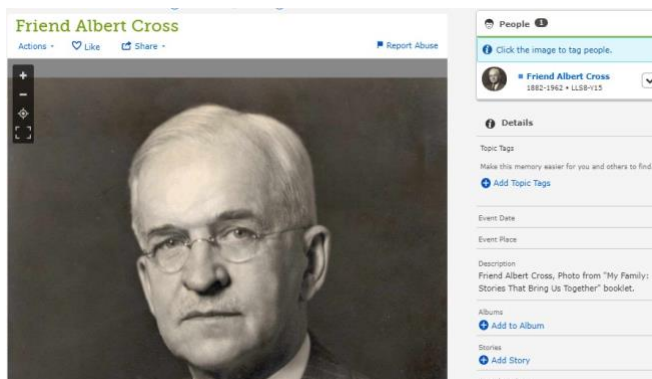
The Tag shape for both photos and documents is a rectangle or square.

Please note: The Memories area of a person's page is NOT Open Edit like other areas of Family Tree. This means that **only the person who uploaded the image can edit it.**



Here are two identical photos, one entered by the person signed in to FamilySearch.org, and the other by someone else.

The top photo was added by the person who is signed in to FamilySearch.org. It can be edited but only by the person who uploaded it. More tag options are available.



The bottom photo may not be edited because it was entered by someone other than the person signed in to FamilySearch.org.

STORIES

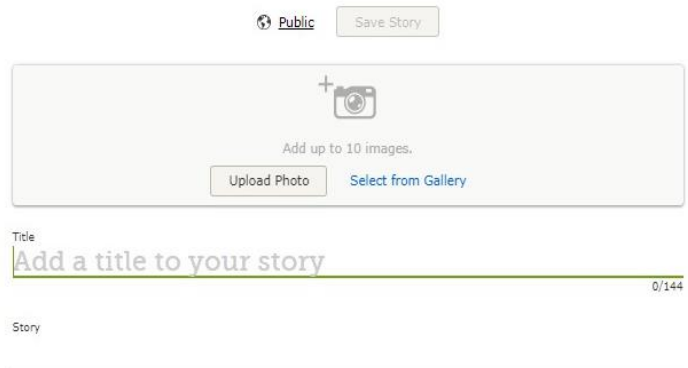
Add Stories to the Memories area on a person's individual page. Use Create Story, or if the story has already been uploaded to the Gallery, select the story from there.

A title can be entered for the story and up to ten photos can be attached. The photos can be uploaded to the story or selected from the Gallery.

The story can be typed into the box or use copy/paste to add the story from a word processing program.



When **Create Story** is clicked, this box appears.

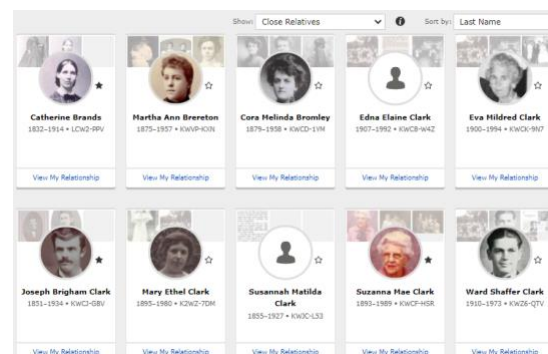
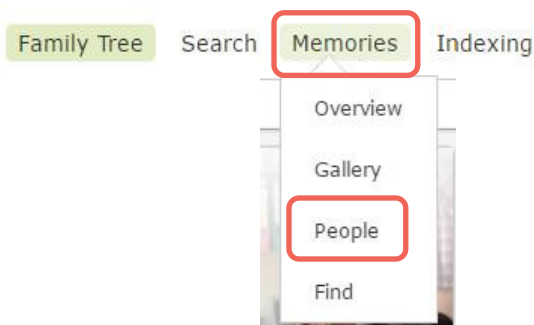
The form for creating a new story is displayed. At the top, there are two buttons: 'Public' (with a globe icon) and 'Save Story'. Below these is a large rectangular area with a camera icon and the text 'Add up to 10 images.' At the bottom of this area are two buttons: 'Upload Photo' and 'Select from Gallery'. Below the image area is a text input field labeled 'Title' with the placeholder text 'Add a title to your story' and a character count '0/144'. Below the title field is a text input field labeled 'Story'.

AUDIO

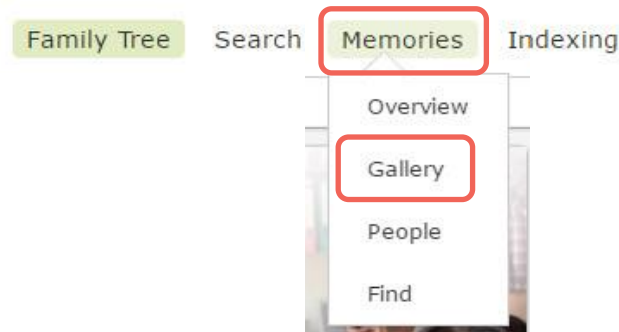
Audio files can also be added by uploading or selecting from the Gallery. These must be 15 MB or less. They can be a wonderful way to share information and preserve the voice of an ancestor. (Audio files be easily recorded using the FamilySearch mobile apps **Family Tree** and **Memories**.)

PEOPLE TAB

Clicking the **People** tab displays people in the system who are related to the user, regardless of who entered their information. These can be sorted several ways using the drop-down menus in the upper right corner. The relationship between the user and the person in the photo can be shown by clicking **View my Relationship**.



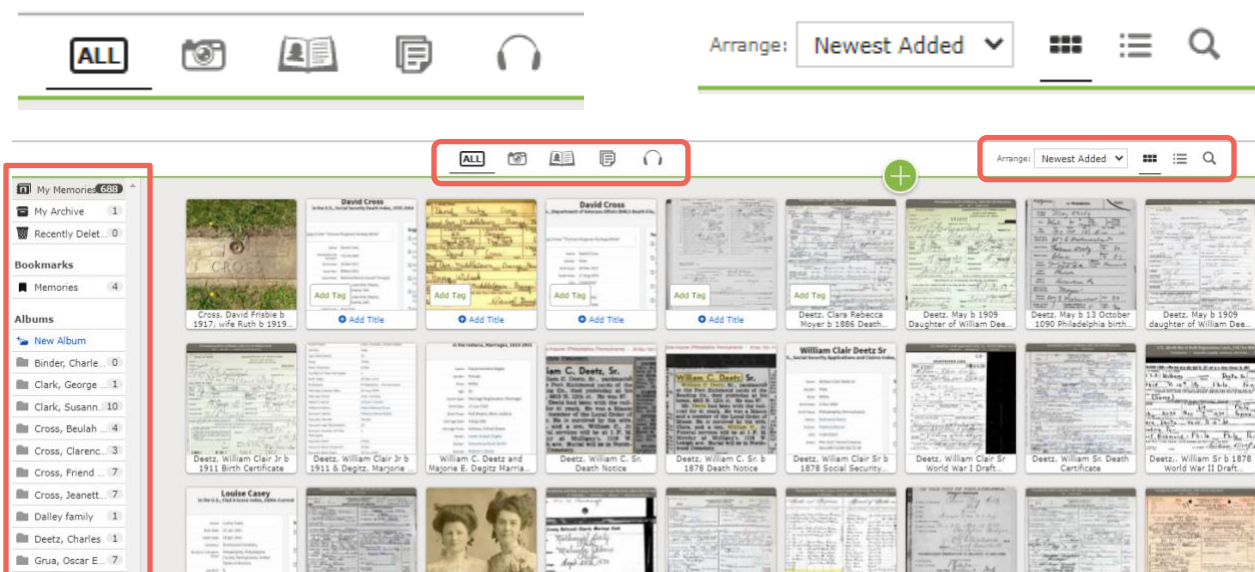
THE GALLERY



Each registered user of FamilySearch.org has a personal gallery where memories are stored. Only the user can see the memories contributions within their personal Gallery. It is different for each user. It is accessed from the **Memories** tab on the FamilySearch.org home page.

A user can create Albums which are listed vertically on the left side of the Gallery view. They can be about any topic or person where a series of photos can be grouped together.

Images can be sorted several ways using the tabs at the top left above the images. There are several ways to search, view, and sort the images using the icons at the top right.



Remember, **Memories** can also be easily added to the Family Tree using the FamilySearch.org free **Family Tree** and **Memories** apps on Android or IOS devices found in the App Store. This will be covered in the webinar on using the Mobile Apps.

DOCUMENTS AS SOURCES OF VITAL INFORMATION:

If you have already uploaded a birth, marriage, death, or other record containing vital information into a person's gallery, **it should also be entered as a source**. To add a new memory source on a person's profile page, Select the **Sources** tab. Then choose **Add Source** and select **Add New Memory Source**. (The **Add a Memory** button will be selected.) Next choose to

Upload Memory or **Select from Gallery**. Follow the same procedures outlined above to attach a Memory from the Gallery or add a Memory from your files. Fill in the Date, Title, Citation, Description, and tag events. Again, be sure to click **SAVE**.

