

ATTACHING FS RECORDS to FAMILY TREE USING the SOURCE LINKER

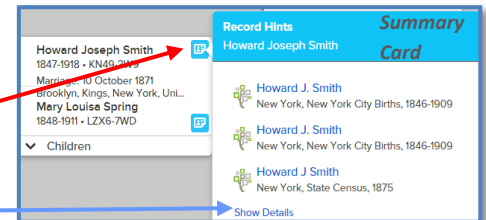
INDEXED RECORDS in the Family Search databases are found in two ways. **A. RESEARCH HELPS-RECORD HINTS** lists records selected by FS that have a high probability of belonging to your ancestor. **B. SEARCH RECORDS** finds records that **MIGHT** match your ancestors facts/details. You must verify the data. The steps and what you see on the screen are somewhat different for **A & B**.

A. FINDING THE RECORD - RECORD HINTS

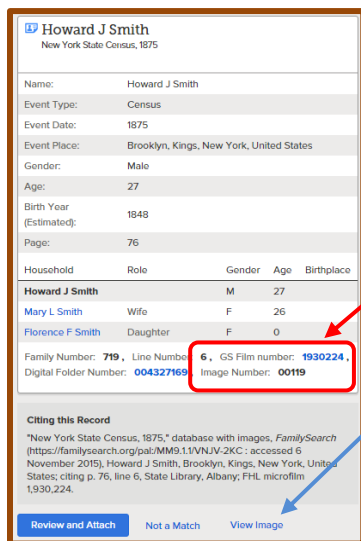
1. Select the ancestor whose records you want to find (preferably someone who lived in US between 1850 and 1940).
2. In the **PEDIGREE**, click on  to the right of the person's name.

Up to 3 record hints may be on the *Summary Card* that appears.

- Click on **"Show Details"** to see if there are more hints.
- If there are no record hints, or when finished examining those listed, go to **B. FINDING THE RECORD - SEARCH RECORDS** below.

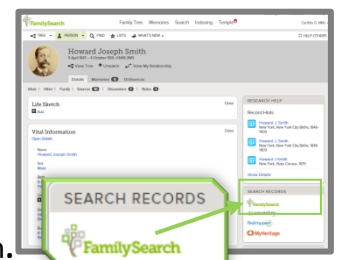


3. To examine a record, click on the **blue NAME** above the record on the *Summary Card*. This reveals an **ABSTRACT** of the record.
 - Click on **"View Image"** below record citation to see **ORIGINAL RECORD**
 - If this link is not present, locate and copy the **GS film # and reference ID #**. The record is on that film.
 - Compare the abstract or image data with what you know about your ancestor. Decide if the record belongs to him/her.
 - If it does, click on the **Review and Attach** bar. This opens the Source Linker where you can attach the record to this person in Family Tree. (Go to back of page)

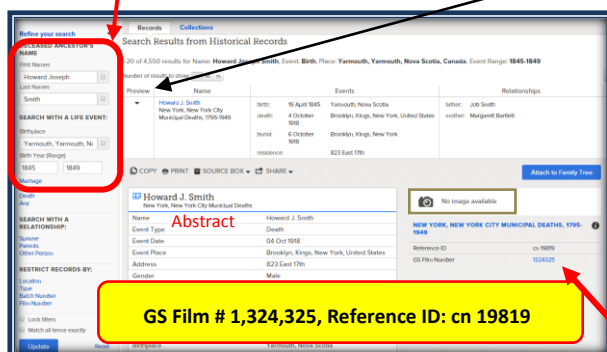


B. FINDING THE RECORD – SEARCH RECORDS

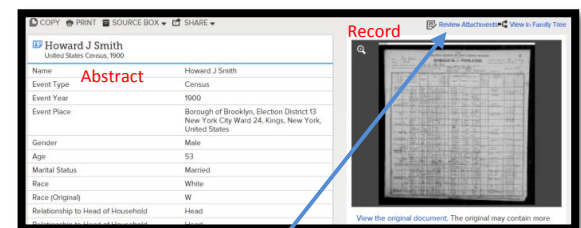
1. On the **Details page** of the ancestor you selected, click on the FamilySearch icon.
2. FamilySearch has entered the name, birth place and birth date range of your ancestor. To bring up more records later, change these search terms, i.e. use married name for women, expand date range, alter the place, enter only parents' names, etc.
3. Choose a record to examine. Click on .

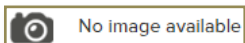


Search Results from Historical Records



4. When there is a record along with the abstract, it will appear to the right. If the record has already been attached to your ancestor, you will see the link **"View attachments"**. Click on this link to attach record to others listed in it.



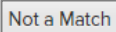
5. If there is no record image, you will see  **No image available** but **this is not true. Every abstract has been copied from an original record!** To locate the record, look for the GS film #

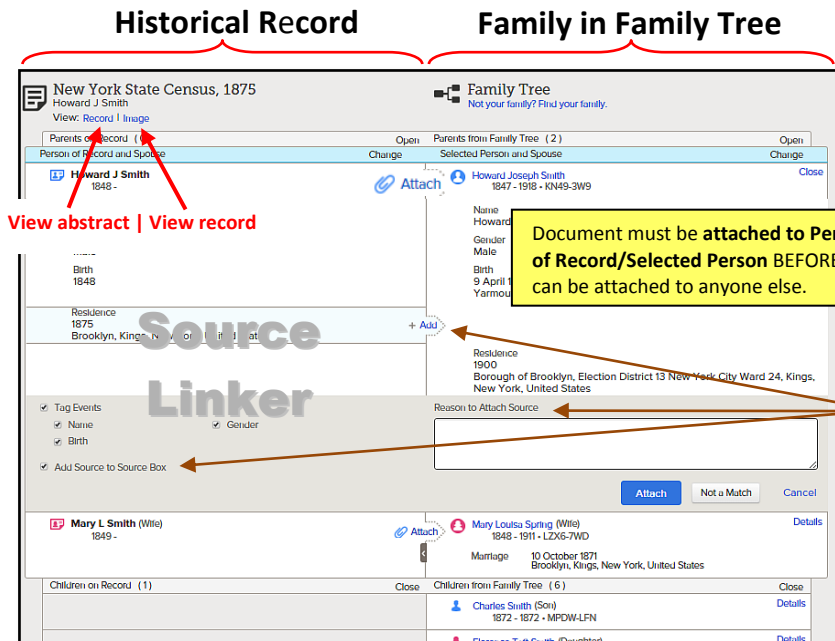
and Reference ID # below the collection name in the abstract. Obtain this film and search the record image.

If possible, **ALWAYS COMPARE** the information recorded in **THE ORIGINAL RECORD** (rather than the abstract) **WITH WHAT YOU HAVE VERIFIED** about your ancestor's names, dates and places. The actual record often contains more information and is more accurate than the abstract.

6. If you have decided that the **RECORD belongs to your ancestor**, click . NOW it needs to be attached to him/her using the **Source Linker**.

C. ATTACHING THE RECORD

1. In the **Source Linker** you can compare, once more, what is shown in the abstract/record with what you know about your ancestor. If it is theirs, click on  for the "Person of Record"/"Selected Person". If it is NOT his/hers or you are unsure, do **NOT** attach the record- just exit the source linker. If you are absolutely certain the record is NOT his/hers, click .



The screenshot shows the 'Source Linker' interface. On the left, under 'Historical Record', is the 'New York State Census, 1875' for Howard J Smith, born 1848, residing in Brooklyn, Kings, New York. On the right, under 'Family in Family Tree', is the entry for Howard Joseph Smith, born 1847, residing in Brooklyn, Kings, New York. A yellow box with a red arrow points to the 'Attach' button, stating: 'Document must be attached to Person of Record/Selected Person BEFORE it can be attached to anyone else.' Below this, a 'Reason to Attach Source' field is visible. At the bottom, there are 'Attach', 'Not a Match', and 'Cancel' buttons. A red arrow points to the 'View abstract | View record' link.

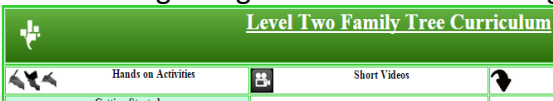
2. If you decide this record belongs to your ancestor:

- Add new information to the Tree by clicking **+ Add**
- Enter a "Reason to Attach Source" statement that gives type of record and why you attached it.
- Check or uncheck "Tag Events", "Add Source to Source Box", etc.

3. Click . The person's field turns light green when the record has been attached.

4. In the **Source Linker** repeat Steps 1 – 4 to attach this record to each person listed in it.
5. Go back to your ancestor's **Details page**, look at list of Sources and verify that the record you attached is there on top of the list.
6. BE SURE TO ENTER EVENT DATE AND PLACE given in the attached source IN THE ANCESTOR'S **DETAILS PAGE**.

To learn about more advanced features of the **Source Linker** (like changing the selected person, lining up a person's name on both sides of the source linker), go to "FamilySearch Family Tree Curriculum" online. Click on URL beginning with "broadcast.lds.org/...". Click on  Level Two.

In  scroll down to Sourcing section.  View the most recent downloads of "Hands on Activities" and "Short Videos" explaining/demonstrating how to put records in Family Tree.