



Attaching Non-FamilySearch Sources to Family Tree

Sources that are not found in FamilySearch can also be attached to the Family Tree.

There are many other sources that can be added to document your Family History research. Examples include birth, marriage, and death certificates, tombstone photos and inscriptions, family Bibles and other documents, or items that are not available through FamilySearch or even online.

There are several commercial programs that work with FamilySearch to attach external sources to Family Tree along with the citation for the sources. One example is Tree Connect (Record Seek). Some of these can be found in the FamilySearch App Gallery located at the bottom of most pages in Family Tree.

Programs found in the App Gallery have met the criteria to become FamilySearch affiliates.

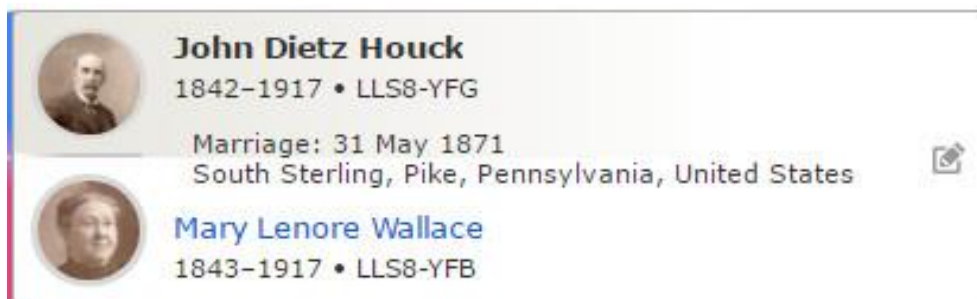
It is not our purpose in this class to discuss these programs but to let you know they are available. We are bound by copyright and other restrictions, so we don't teach them in class. If you want to use those programs, however, you are free to do so.

Several books list the proper way to cite most sources. One of these is "Evidence Explained", authored by Elisabeth Shown Mills. (FHL Call # 929.1 M625).

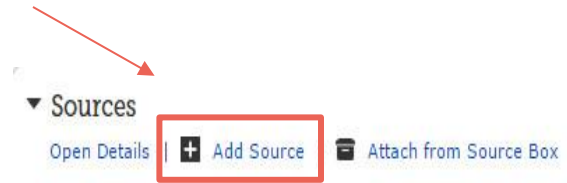
Attaching a non-FamilySearch document as a source to the Family Tree:

The first step is to digitize the document and make certain that the following criteria applies to the images.

- 15MB or smaller file size
- The following file formats are now accepted: .jpg, .tif, .png, .pdf, .mp3, .m4a, and .wav
- Obtain a crisp, clear image if possible



1. Go to the individual to whom you are going to attach the source and click on sources, or scroll down to the source section.



2. Click "Add Source"
3. Fill in the fields describing the source: Title, where source is found; description of the source, reason to attach this source etc.

4. Check the boxes that apply to tag the source. These will appear on the corresponding fields on the person details page and will help justify the accuracy of your information.

If you wish to add this source to your Source Box, check the box to do so.
Be sure to click **Save** when finished.

- Depending on the source, you can link to an external website and add a copy of the image of the source both to your gallery and to the source in Family Tree. If you link to an external website, copy and paste the URL into the box.

▼ Sources

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

Web Page (Link to the Record)

☒ WEB PAGE URL ☐ ADD A MEMORY

Example: http://www.uk1841census.com/census_online.htm

This screenshot shows the 'Sources' form with the 'WEB PAGE URL' radio button selected and highlighted by a red box. The 'ADD A MEMORY' radio button is also visible. Below the radio buttons, there is a text input field containing an example URL.

- If you add a memory as a source, either upload the image or choose a document from your gallery.

▼ Sources

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

Web Page (Link to the Record)

☐ WEB PAGE URL ☒ ADD A MEMORY

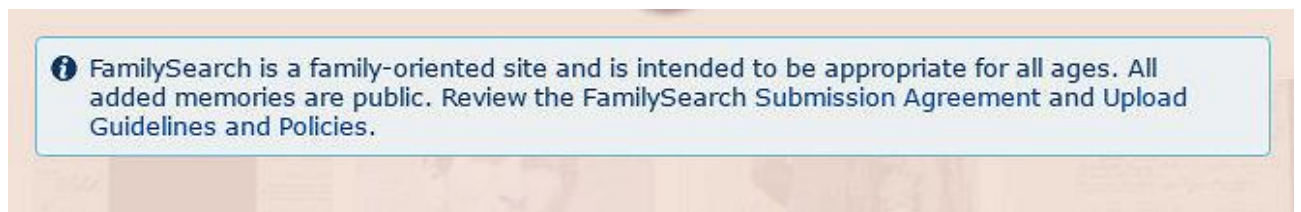
Upload Memory Select from Gallery

This screenshot shows the 'Sources' form with the 'ADD A MEMORY' radio button selected and highlighted by a red box. Below the radio buttons, there is a dashed-line box containing two buttons: 'Upload Memory' and 'Select from Gallery', both of which are also highlighted by a red box.

- To upload the image, drag and drop the image into the memories on the person's page, or select **Choose Files** and locate the image wherever you have it stored. (This also puts the image in your gallery).



8. Please be sure you comply with the submission Agreement and Upload Guidelines that appear when memories are added. Also comply with copyright law.



9. Uploaded images will initially show as being screened. Every image must be approved for appropriate content.
10. The image will remain in your gallery, but will also be attached as part of a source for the individual.