



FAMILY SEARCH FAMILY TREE

An Introduction – Denise Fletcher

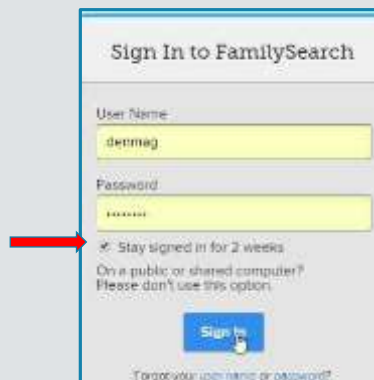
Where are you?

- How many of us have:
 - Logged in to FamilySearch.org?
 - Added people to your tree?
 - Edited people on your tree?
 - Found possible duplicates?
 - Fixed possible duplicates?
- What issues have you run into?
- What is the biggest issue that you need help with?
- To over come these issues we must first learn some of the basics
 - We can't help you with everything today
 - But formally learning these basics will prevent some of these issues

Objectives

- Learn where to get help
- Introduce you to navigating Family Search Family Tree
- Familiarize you with viewing information
- Acquaint you with viewing and editing Family members
- Discover the basics of reserving and managing temple ordinances

1. Turn on your device
2. Log on to the Internet
3. Open a browser and navigate to familysearch.org
4. Sign in



Sign In to FamilySearch

User Name:
denmag

Password:
XXXXXXXXXX

☒ Stay signed in for 2 weeks
On a public or shared computer?
Please don't use this option.

Sign In

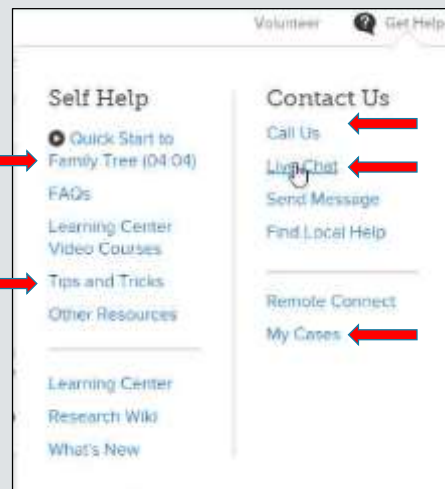
Forgot your user name or password?

Do Now –
Logging in to
FamilySearch.org

GETTING HELP

Where to get help – Spend time here!

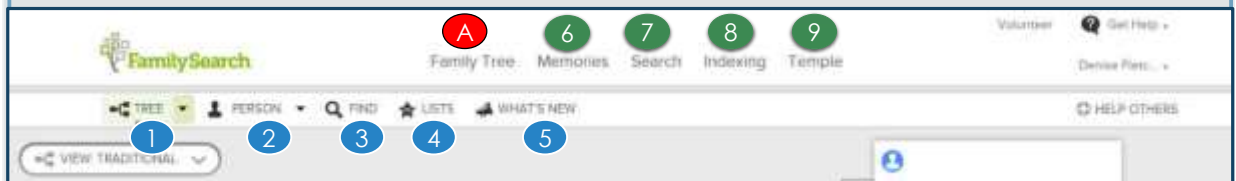
- Family history consultants
 - Ward
 - Stake
- DeniseTalks.com
 - Handouts for class today
 - Links to the most common Family Search Family Tree helps and handouts
 - Links to help on topics covered here today
- FamilySearch.org
 - Learning Center
 - Videos
 - Tutorials
 - “Helpers”



NAVIGATING THE INTERFACE

The Menus

Do Now



◦ A – Click on Family Tree – You are now in the **Main Position**

1. Tree – view the pedigree
2. Person – details screen for the individual
3. Find – Search for a person by name or ID
4. List – People you are “watching”
5. What's new – in Family Search

6. Memories – add pics, stories, documents, audio clips
7. Search – (At the top) – search FamilySearch.org
8. Indexing – Do Indexing work – leave Family Tree
9. Temple – See your temple ordinance reservations

The View

Do Now

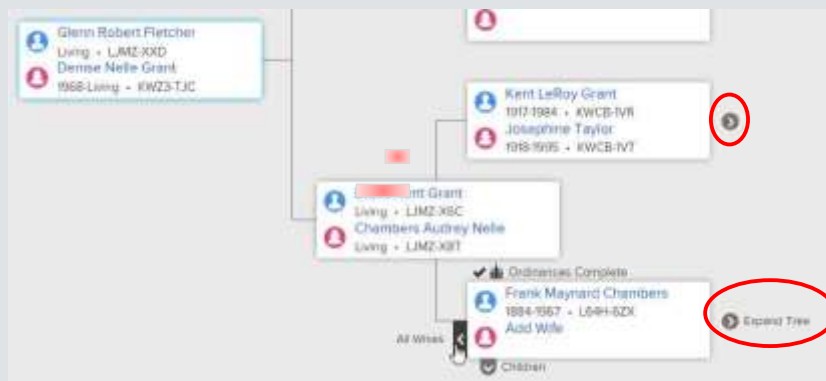
10. View

- Used to change how you see your data
- Descendancy
 - See the descendants of the person you're working on
- Fan
 - View multiple generations at once
 - See where you have gaps – where to focus your research
- Portrait (e.g. 8 ½ X 11)
 - Switch to viewing your pedigree from bottom to top instead of left to right
- Pedigree/Traditional (aka landscape e.g. 11 X 8 ½)
 - Makes it easy to see and focus on specific parts of your line



The View - Continued

11. Click the right arrow next to names to expand/collapse the tree another generation
12. Hover the mouse over the "couple box" to see ordinance status, all spouses, children, and parents
13. Click a name to a person's "Summary Card"



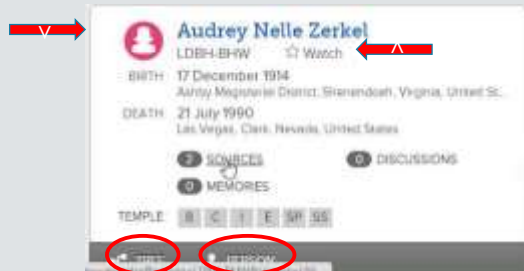
The Summary Card

14. Watch/UnWatch

- The system will alert you of any changes made to the person's record

15. Click Tree to move the person on the Summary card to the main position

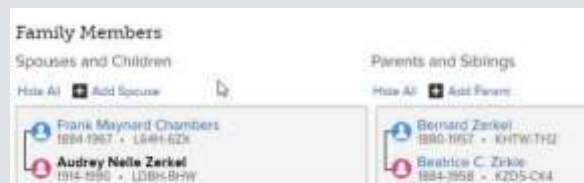
16. Click Person to see the details page of the person



Adding People

17. Click the "Add" link where every you are, to add Spouses, Parents, and children

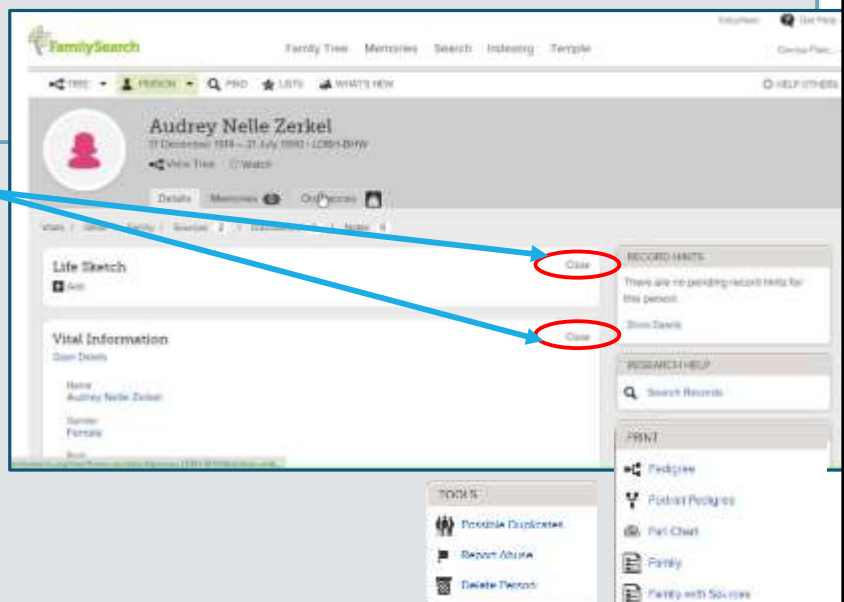
- Add these from the Details page
 - Get to it by clicking "Person" #16
- After clicking on "Add" you can either type in new info OR
 - Select from possible matches by searching after selecting "Add"



EDITING DETAILS

Details Page

1. Info should open by default
 - If it doesn't, click Open/Close
2. Record hints shows possible sources
3. Research Help > Search Records
 - Search for any available records
4. Print charts
5. Latest Changes shows the last changes made to the record
 - Tools
6. Check for Possible Duplicates
7. Report abuse (if any)
8. Delete Person – Use carefully – when you've accidentally added erroneously



Vital Information

1. Click Open/Close Details to view/hide
2. Click names/events to edit or delete them
 - Add sources to the person/event
 - Give reasons for changes when asked
 - Makes you use standardized dates and places

Vital Information Close

Close Details **1**

Name
Victor Bergquist Edit Close **2**

Modified History
22 May 2012 by FamilySearch

Sources Tag **1**

Gender
Male

Birth
15 May 1880
Kandiyohi, Kandiyohi, Minnesota, United States Edit Delete Close **2**

Modified History
30 July 2012 by Tom Stubben

Sources Tag **1**

1 Certified Copy of Birth Register for Victor Bergquist-15 May 1880

Christening
2 Add

Death
26 March 1935
Willmar, Kandiyohi, Minnesota, United States Edit Close **2**

Modified History
30 July 2012 by Tom Stubben

Sources Tag **1**

1 Death Certificate Bergquist, Victor 1880-1935

Burial
29 March 1935
Willmar, Kandiyohi, Minnesota, United States

MODIFYING FAMILY MEMBERS

Family Members

- Scroll down on the Vital Information page to edit family members
- 1. The person in bold is the same person
 - Appearing as the spouse on the left, and then again as the child on the right
- 2. Additional spouses can be added
- 3. Additional parents can be added
- 4. Select preferred spouse
- 5. Edit couple
- 6. Hide or show children
- 7. Add more children
- 8. Add children with "unknown" parents



Edit Couple

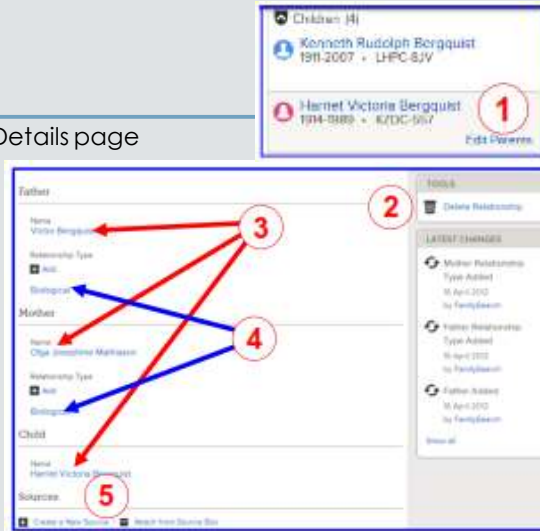
1. Delete incorrect relationships
2. Edit by clicking the name
3. Add an Event – Marriage, divorce, annulment, etc.
4. Click the event to edit



Edit Parents

◦ From the Family Members section of the Details page

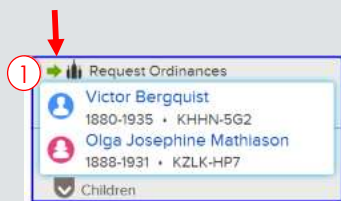
1. Move mouse over a name and click edit
2. Delete relationship
3. Click name to edit
4. Relationship Type – Add/Change the relationship
5. Create or attach a source



TEMPLE
ORDINANCES

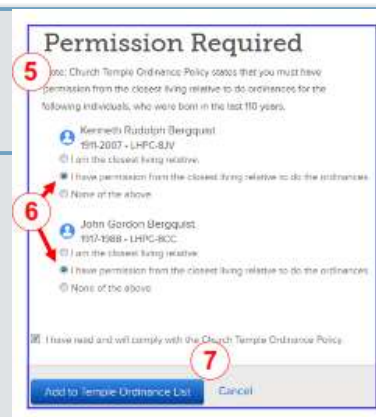
Temple Ordinances

1. Click Request Ordinances (green arrow) from the Tree view
2. Ordinances that need to be performed are listed
3. Click Expand for more details on the ordinances
4. Click Request at the top, after selecting the ordinances



Temple Ordinances - Continued

5. Read the Church's policy on performing temple work on people who have died within the last 110 years
6. Select the radio button that applies
 - I am the closest living relative
 - I have permission
7. Click the "Add to Temple Ordinance List" button
8. Ordinance for individuals can be selected from the person's Details page, under Temple Ordinances



Temple Ordinances - Continued

9. Use the Temple tab to see which ordinances you've reserved
10. Filter (narrow down) the list by typing the name of the person whose ordinances you're checking
11. Narrow down the list of ordinances by using the Name, Ordinances, and Date Reserved drop down boxes
12. Use the print button to print or reprint temple cards
13. Click the Share button to allow the temple to do the ordinance work
14. Unreserve – releases the ordinances back to the system, so others can reserve them
15. Legend – shows a list of the ordinance colors

