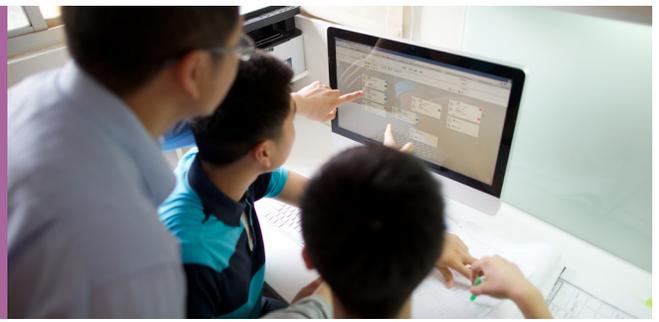


# How to Use FamilySearch.org

## Adding an Ancestor



Here are some commonly asked questions about using FamilySearch.org. If you need help with doing any of the items below or have more questions, contact your ward temple and family history consultant. If you're not sure who that is, or if you need to find a family history center in your area, go to [FamilySearch.org/ask/help](https://www.familysearch.org/ask/help).

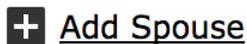
## HOW DO I ADD A PERSON TO **FAMILY TREE**?

### HOW TO ADD A LIVING SPOUSE:

1. Under the Tree tab, go to Landscape view. Do one of the following:
  - a. If the person doesn't currently have a spouse linked to his or her record, above or below his or her name, click **Add husband** or **Add wife**. Please note that females should have their maiden names entered.



- b. If the person currently has a spouse linked to his or her record, click on the person's name to open his or her Person page. Under Family Members, click **Add Spouse**.



2. Once the Add Spouse screen is displayed, enter what you know about the person.
3. Under Status, click **Living**.
  - a. *Important:* If you do not know if a person is deceased and the person was born in the last 110 years, click **Living**. After 110 years, you can assume he or she is deceased.
4. Click **Next**. The person is added to Family Tree.
  - a. *Important:* On Family Tree, only you will see the living people you add. This helps protect the privacy of the living people.

A screenshot of the "Add Spouse" form in FamilySearch.org. The form is titled "Add Spouse" and has a subtitle "Husband of Michelle Laree Hokanson". It includes fields for Title, First Names, Last Names, and Suffix. There are radio buttons for Sex (Male, Female, Unknown) and Status (Living, Deceased). There are also fields for Date of Birth, Birthplace, Date of Death, and Place of Death. Below these are "Additional Find Options" including Father First Names, Father Last Name, Mother First Names, Mother Last Name, Spouse First Names, and Spouse Last Name. At the bottom, there are "Next", "Cancel", and "Find by ID Number" buttons.

## HOW TO ADD A LIVING CHILD:

1. Under the Tree tab, go to Landscape view.
2. Under the parents' names, click the **down arrow** next to **Children**.
3. Click **Add Child**. 
4. Once the Add Child screen is displayed, enter what you know about the person.
5. Under Status, click **Living**.
  - a. *Important:* If you do not know if a person is deceased and the person was born in the last 110 years, click **Living**. After 110 years, you can assume he or she is deceased.
6. Click **Next**. The person is added to Family Tree.
  - a. *Important:* On Family Tree, only you will see the living people you add. This helps protect the privacy of the living people.



## HOW TO ADD A DECEASED PERSON:

1. To see if the person is already in Family Tree, at the top of the page click the **Find** tab, and enter information about the person, and click **Find**.
2. If you see the correct person in the search results, select the person. If the correct person is not in the search results, follow the steps for adding a living person above. Instead of clicking Living, click **Deceased**.

## HOW TO DISPLAY YOUR SPOUSE'S ANCESTORS IN YOUR TREE:

1. Add your spouse and any of your spouse's parents or grandparents who are living.
2. Add the deceased people. When you add a deceased person, the system will automatically display any information contributed by others about that person's ancestors.

## TIPS FOR ADDING A PERSON:

- For dates, you can use "About," "Before," or "After" with a year if you do not know the exact date.
- Some languages show names in a specific order (like Spanish and Portuguese) or use special characters (like Cyrillic or Asian languages). You can click **Template** on the top right corner to change the order or use additional characters.