



FAMILY HISTORY

Class 2: Logging In and Navigating
FamilySearch Family Tree



OBJECTIVES

Today's Objectives

- Download a Research Log
- Create an account on Family Search
- Search for people
- Learn where to get help
- Introduce you to navigating FamilySearch
Family Tree



FUNDAMENTALS

Well, a few, anyway

Research Log

- Know what you've done
- How to get back to it when you start back up
- Paper
- Spreadsheet

Download this spreadsheet from DeniseTalks.com

	D	E	F	G	H
1	Last Name	ID	Action	Comment	Website
	Geiger	L2NR-Z71		Merged Daniel Geiger, L2NR-Z71, saw his parents had dupes, so merged them. It brought in many of his siblings, and his wife and children. I need to verify Joseph's birthdate, as the original record showed 1798, instead of 1796.	
2					
3	Geiger	24R5-J4Z		1776-1836 - Merged	
4	Kirk	K4B1-8XL		1774-1832 - Merged	
5					
6					

Research Logs - Examples

Research Log

Ancestor's name

Objective(s)

Locality

Date of search	Location/ call number	Description of source (author, title, year, pages)	Comments (purpose of search, results, years and names searched)	Doc. number

Download from
Denise Talks.com

Printable examples

Research Log Template

Date	Task	Tool or Source Used (i.e., <i>Library Catalog</i> , <i>Expanded Academic ASAP</i> , <i>Environment Abstracts</i> , etc.)	Concepts or keywords, terms, phrases	Search Statements	Results (total # of results, # of relevant and useful results)	Evaluative comments

Research Log

Name Researching: MANN, TAYLOR

ID Number: KD1Q-7RF

Date	Where look (call no?)	Source Description	What I was looking for	Scope of results recorded	Doc # or Ref.
24 Sep 2008	FHL book 942 E5i	Imperial Gazetteer John Marius Wilson Vol 3	Hazelbrow – where is it?	No Hazelbrow listed	Nil
24 Sep 2008	Web site	www.ordnancesurvey.co.uk/websites/freefun/didyouknow/ Ordnance Survey web site	Hazelbrow – where is it?	Found. Link as of 24 Sep is – http://leisure.ordnancesurvey.co.uk/shopbylocation/433500/344500/3500/GB/all/Hazelbrow	Mann\ Hazelbrow.jpg
24 Sep 2008	Web site	www.Ancestry.co.uk subscription-based web site with numerous databases	Find family of Lucius MANN and Charlotte HEATHCOTE in British censuses 1851-1901. Ck alternate spellings MAN	They were married 1850, so separate in 1841. 1851 – HO 107/2144/144 p.37 FHL 87775 (Charlotte as Mrs. Lucius) his mother as head 1861 to 1901, not found any Lucius in UK Note: reference to his death Dec 1878 (see	Mann\ MannLuciusCensus18

Research Log - Handout

◦ Here, have one

	D	E	F	G	H
1	Last Name ▼	ID ▼	Action ▼	Comment ▼	Website ▼
2	Geiger	L2NR-Z71		Merged Daniel Geiger, L2NR-Z71, saw his parents had dupes, so merged them. It brought in many of his siblings, and his wife and children. I need to verify Joseph's birthdate, as the original record showed 1798, instead of 1796.	
3	Geiger	24R5-J4Z		1776-1836 - Merged	
4	Kirk	K4B1-8XL		1774-1832 - Merged	
5					
6					



LOGGING ON TO FAMILYSEARCH

Accessing FamilySearch.org

- Who has logged on before?
- Do you remember your login?
- Logging in:
 - Username
 - Password
 - Stay logged in?

Do Now – Signing in to FamilySearch.org

1. Turn on your device
2. Log on to the Internet
3. Open a browser and navigate to familysearch.org
4. Sign in if you already have an account
5. Otherwise, click Free Account > Fill out the form



Family Tree Memories Search Indexing



Sign In

Free Account

Do Now

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

Do Now –
Log on to
FamilySearch.org



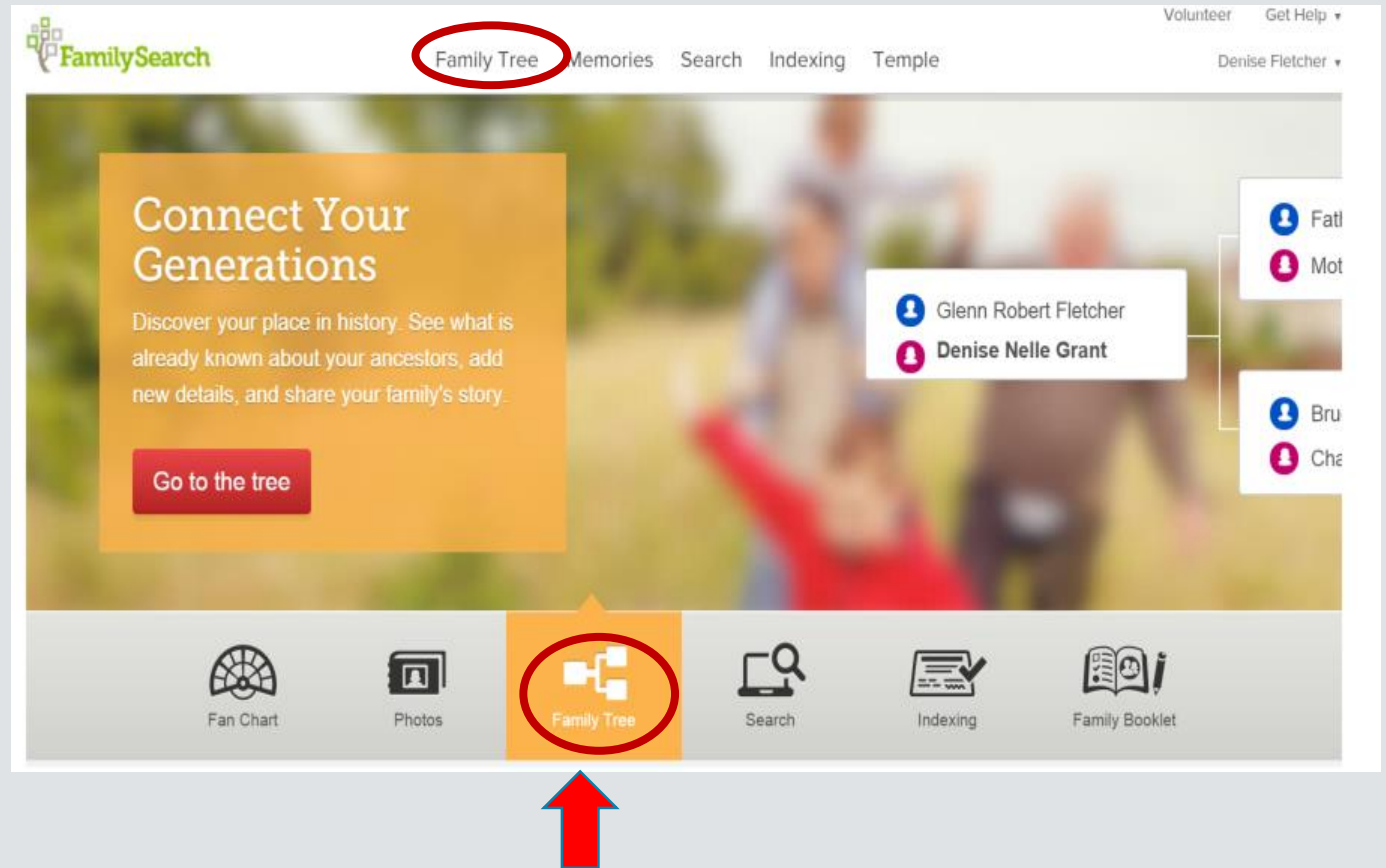
The image shows a screenshot of the FamilySearch sign-in page. The page has a light gray background with a white border. At the top, the text "Sign In to FamilySearch" is displayed. Below this, there are two input fields: "User Name" and "Password". The "User Name" field contains the text "de" followed by a blurred area. The "Password" field contains a series of asterisks. Below the password field, there is a checkbox labeled "Stay signed in for 2 weeks" which is checked. Underneath the checkbox, the text "On a public or shared computer? Please don't use this option." is displayed. At the bottom of the form, there is a blue button labeled "Sign In" with a white hand cursor icon. A red arrow points from the left towards the "Sign In" button. At the very bottom of the page, there is a link that says "Forgot your user name or password?".



SEARCHING

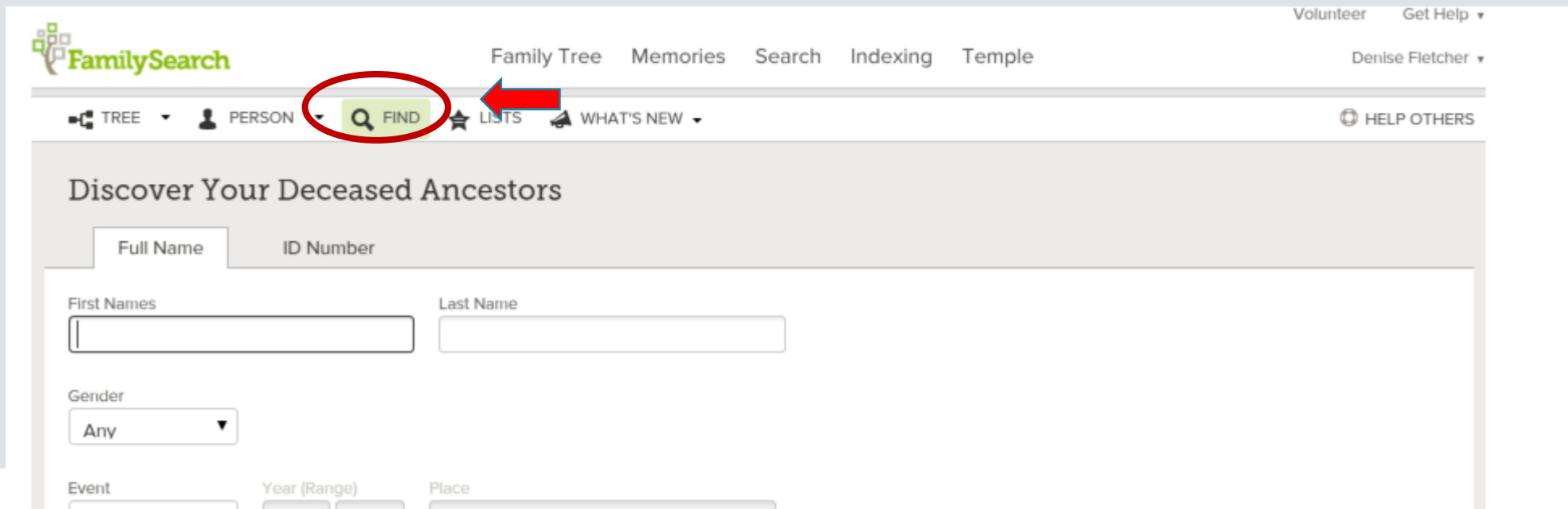
Do Now – go to FamilyTree

- Once signed in, click the FamilyTree icon at the bottom of the screen, in the middle of the screen
- Or click Family Tree at the top



Do Now – Search for ... your parents

- Click on Find on the menu bar
- Type in the first and last name of your father, and his birth date, and the place he was born if you know it – if you don't know it all, put as much as you know
 - If you don't know your father's info, try your mother, or perhaps your grandparents



FamilySearch

Volunteer Get Help ▾

Family Tree Memories Search Indexing Temple

Denise Fletcher ▾

TREE ▾ PERSON ▾ **FIND** ★ LISTS 📢 WHAT'S NEW ▾ HELP OTHERS

Discover Your Deceased Ancestors

Full Name ID Number

First Names Last Name

Gender

Any ▾

Event Year (Range) Place



GETTING HELP 1

Help from a WTFHC

- What is a WTFHC?
 - Ward Temple and Family History Consultant
- Email/Text/Call
- They can be your “Helper”
- Need your username and Helper Number
 - See next slide

Helper

- From FamilySearch
- Username
- Helper Number
- Give to WTFHC

7:25 TheDenmag's channel About Clark - Faculty/ HTG Bring Misplaced Off-S Training Portal 2014 Robert Fletcher 30-Sec Workout 30-Second Workout Air Miles Calc Bookmarks

Family Tree Memories Search Indexing Temple Denise Fletcher

ACCOUNT CONTACT NOTIFICATIONS PREFERENCES CONNECTED ACCOUNTS

Full Name Denise Fletcher ☐ Public

Username

Password

Display Name [What's this?](#)

Birthdate 23 Feb 1968 ☐ Public

Sex Female

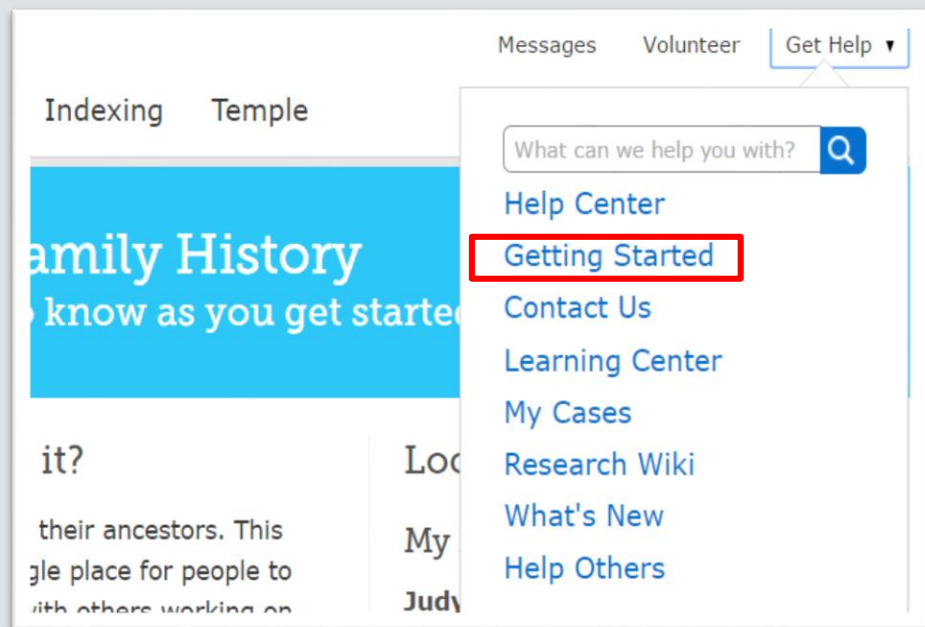
Membership Record Number

Helper Number [What's this?](#)

Use 5 numbers or letters

Settings Source Box Sign Out

Who is my WTFHC?



Local Help

My Family History Consultants

Judy Robbins

📞 3 ##### 9

✉️ r ##### o.net

Denise Fletcher

📞 7 #####

[show more](#)

My Family History Centers

Vancouver Washington West Family History Center

21720 NE 29th Ave

📍 Ridgefield, Washington
98687

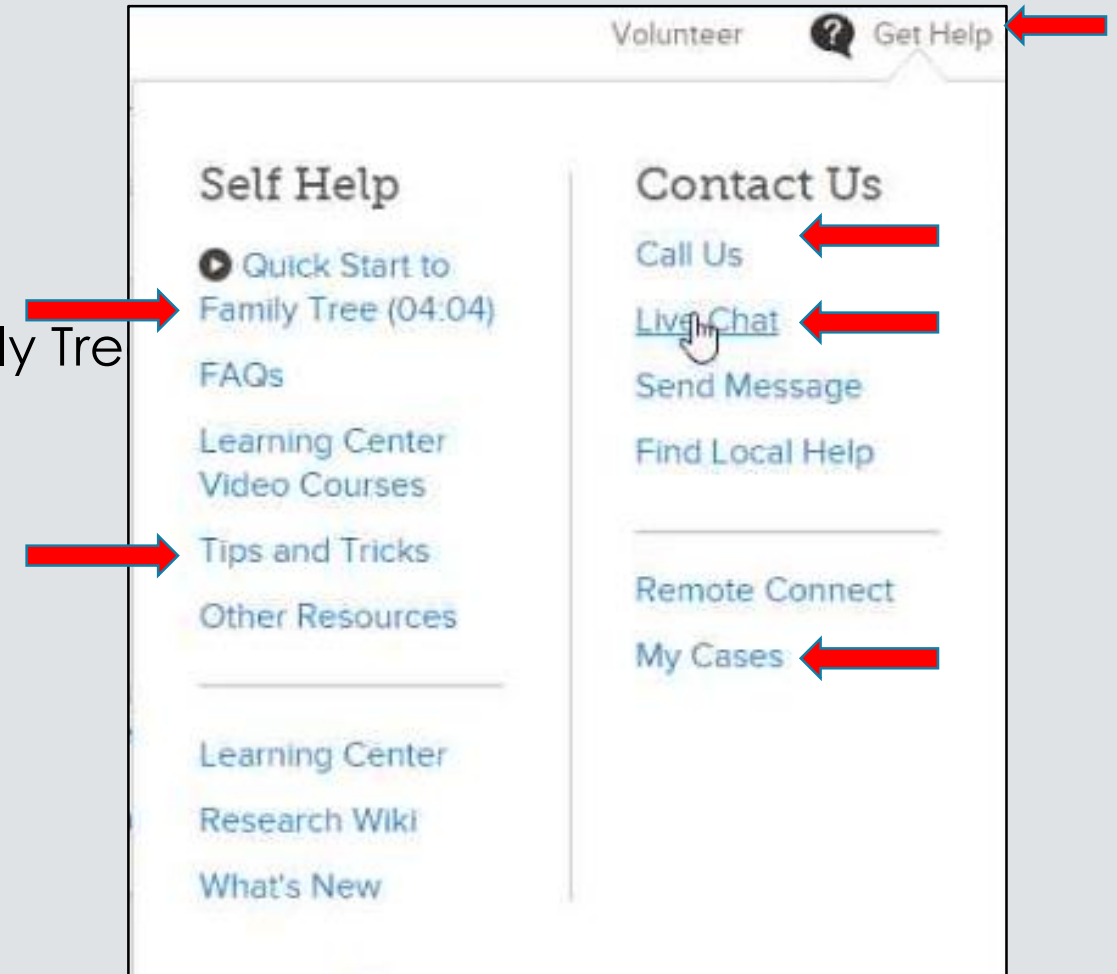
📞 1 360-573-7881



GETTING HELP 2

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 and handouts
 - Links to help on topics covered here today
- FamilySearch.org
 - Learning Center
 - Videos
 - Tutorials
 - “Helpers”

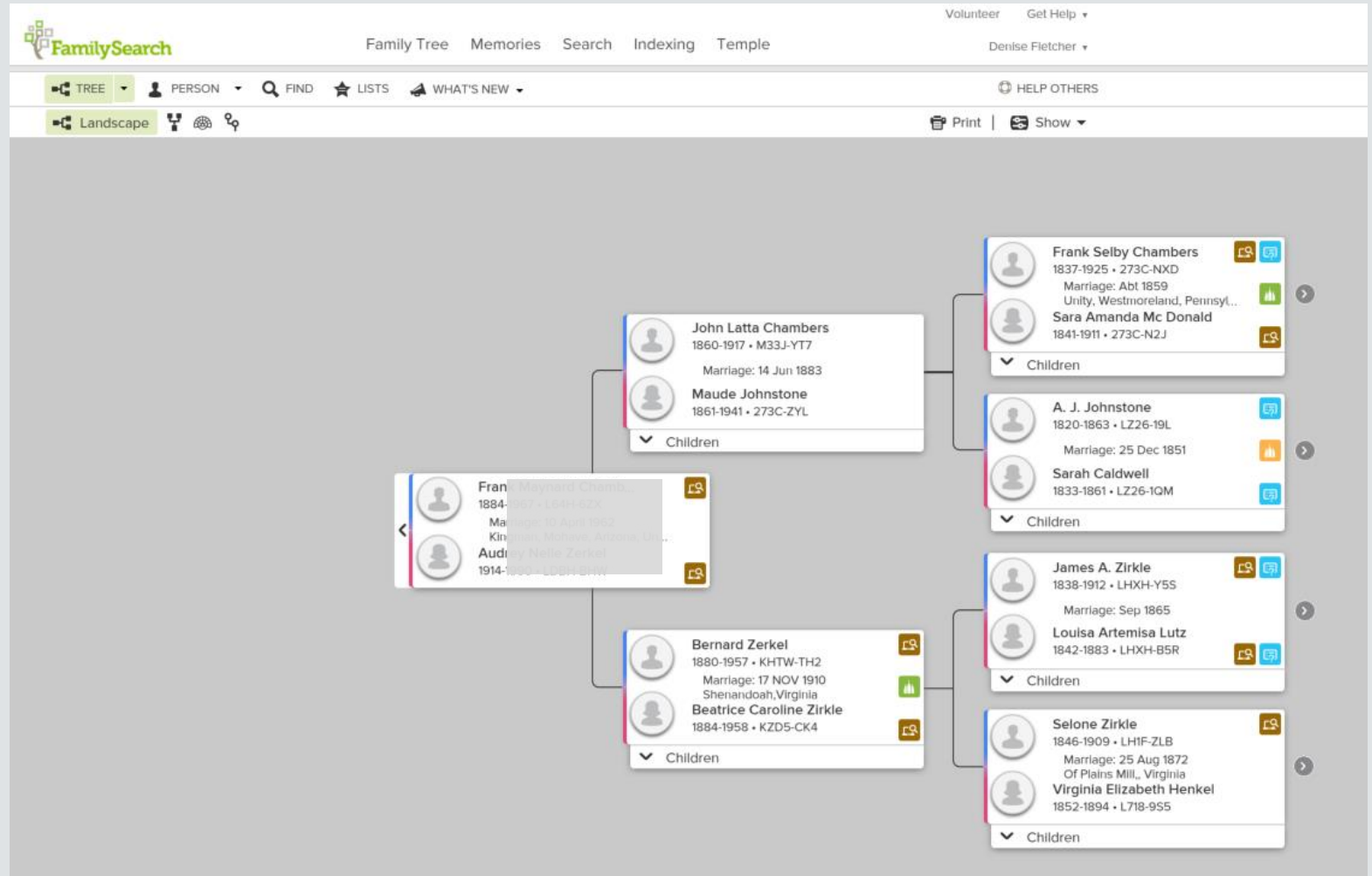




NAVIGATING THE INTERFACE

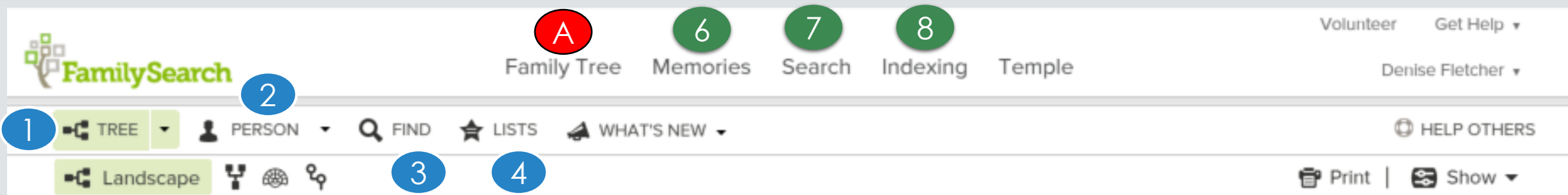
Where you should be now...

- Signed in to FamilySearch
- At FamilyTree
- Viewing one of your ancestors



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

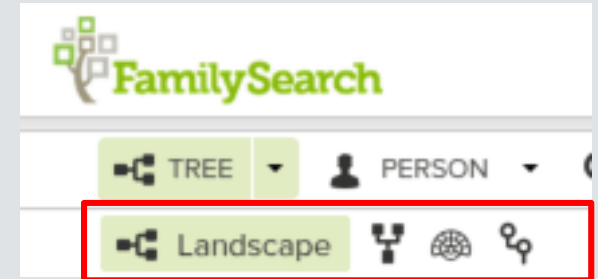
8. Indexing – Do Indexing work – leave Family Tree

The View

Do Now

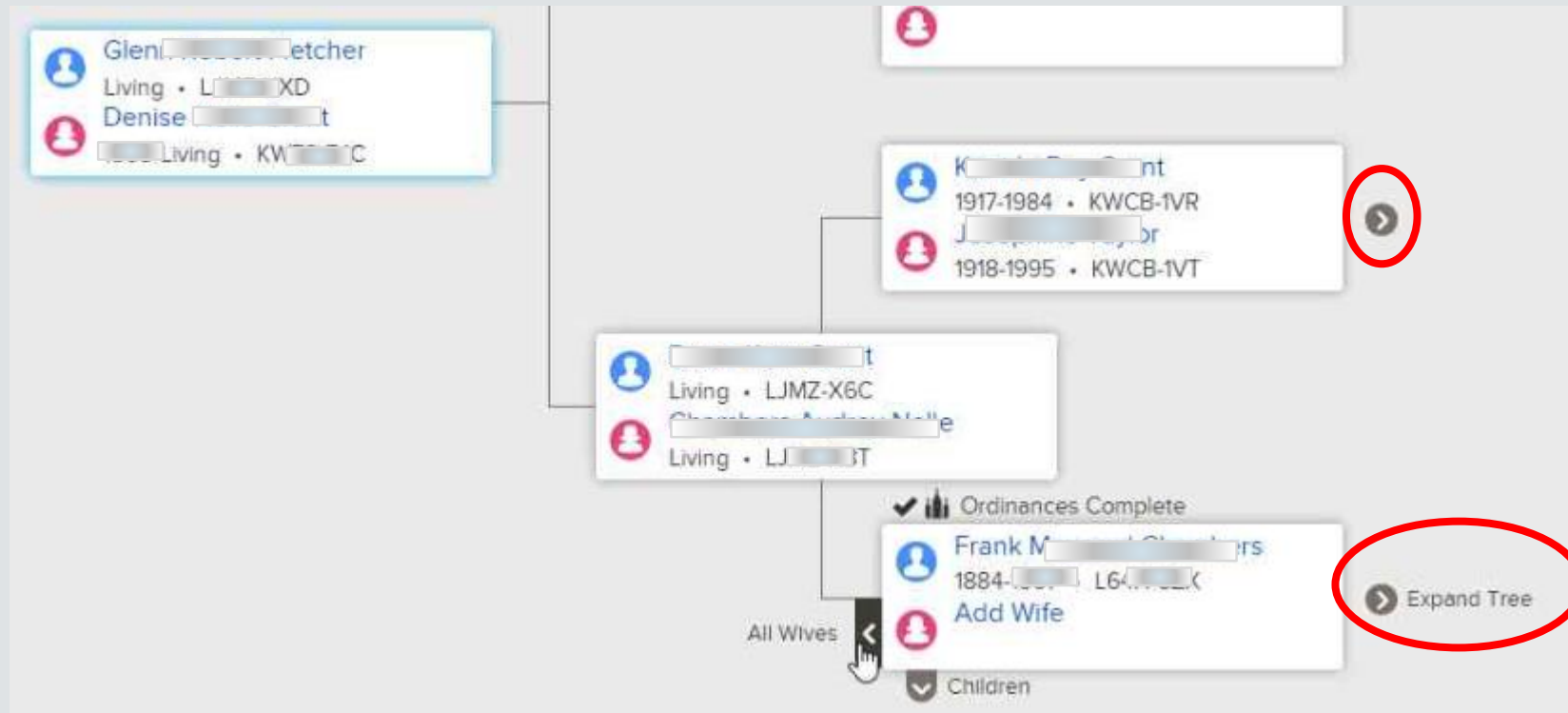
10.View

- Used to change how you see your data
- Descendancy  Descendancy
 - See the descendants of the person you're working on
- Fan  Fan Chart
 - View multiple generations at once
 - See where you have gaps – where to focus your research
- Portrait (e.g. 8 ½ X 11)  Portrait
 - Switch to viewing your pedigree from bottom to top instead of left to right
- Landscape (e.g. 11 X 8 ½)  Landscape
 - 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 see a person’s “Summary Card”



The Summary Card

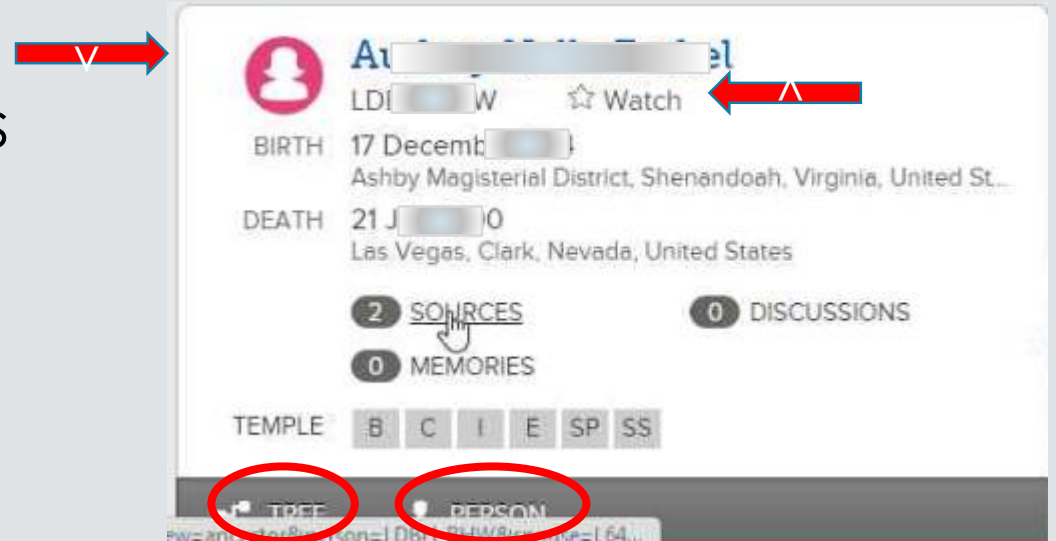
14. Watch/UnWatch

- 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

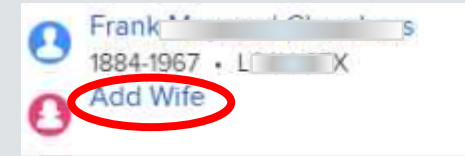
14. Or click their name



Adding People

17. Click the “Add” link where ever 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”
 - That’s for another lesson

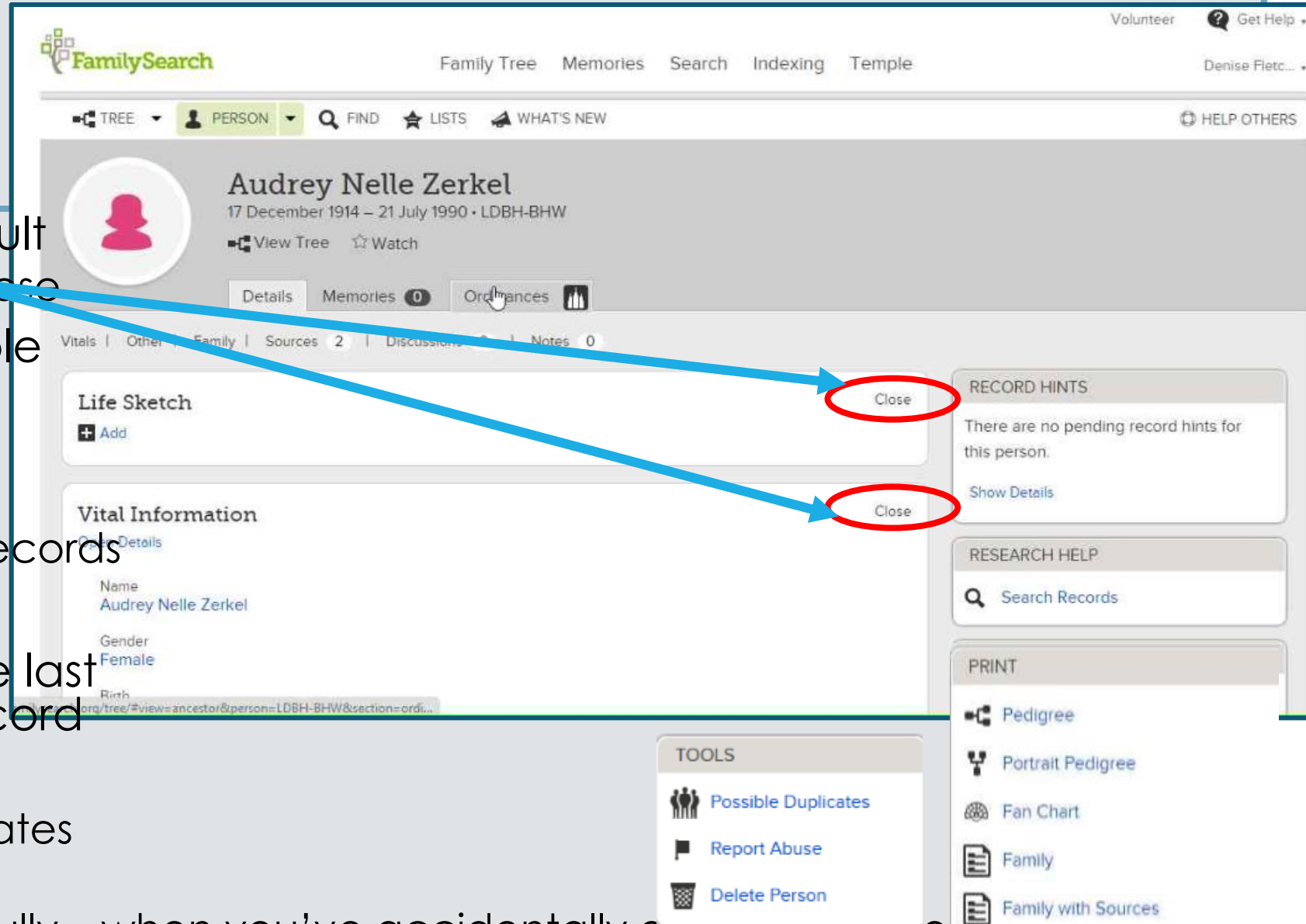




EDITING DETAILS

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 someone...



Vital Information

1. Click Open/Close Details
2. Click names/events to
◦ Add sources to the person
◦ Give reasons for changes
◦ Makes you use standard places

Vital Information

Close

Close Details 1

Name

Victor Bergquist

Modified | History

22 May 2012 by FamilySearch

Sources | Tag 0

Edit | Close

Gender

Male

Birth

15 May 1880

Kandiyohi, Kandiyohi, Minnesota, United States

Modified | History

30 July 2012 by Tom Stubben

Sources | Tag 1

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

Edit | Delete | Close

Christening

+ Add

Death

26 March 1935

Willmar, Kandiyohi, Minnesota, United States

Modified | History

30 July 2012 by Tom Stubben

Sources | Tag 1

1 Death Certificate Bergquist, Victor 1880-1935

Edit | Close

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 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” parent

The screenshot shows the 'Family Members' interface, divided into two main sections: 'Spouses and Children' on the left and 'Parents and Siblings' on the right. The interface includes a 'Close' button in the top right corner. The 'Spouses and Children' section has a 'Hide All' button and an 'Add Spouse' button (annotated with a red circle 2). It lists family members with their names, birth-death dates, and IDs. Victor Bergquist (1880-1935, KH1N-5G2) and Olga Josephine Mathiason (1888-1931, KZLK-HP7) are listed as a couple. Olga is bolded. Below them is a 'Married' date of 1 May 1909 and a location. A 'PREFERRED' checkbox is checked, and an 'EDIT COUPLE' button is present (annotated with a red circle 5). Below this is a 'Children (4)' section with a toggle arrow (annotated with a red circle 6) and a list of four children: Kenneth Rudolph Bergquist (1911-2007, LHPC-8JV), Harriet Victoria Bergquist (1914-1989, KZDC-557), John Gordon Bergquist (1917-1988, LHPC-BCC), and Orien Josephine Bergquist (1920-1986, KC5J-6QG). An 'Add Child' button is at the bottom of this list (annotated with a red circle 7). The 'Parents and Siblings' section has a 'Hide All' button and an 'Add Parent' button (annotated with a red circle 3). It lists Mathias Mathiason (1859-1908, K4L7-ZNX) and Alethe Petra Johnson (1863-1921, KH86-4L8) as a couple. Alethe is bolded. Below them is a 'Married' date of Nov 1884. An 'EDIT COUPLE' button is also present. Below this is a 'Children (8)' section with a list of eight children: Mathilda Nickolina Mathiason (1887-1917, KD9Q-V4J), Olga Josephine Mathiason (1888-1931, KZLK-HP7), Mamie R. Mathiason (1890-1908, KD1G-PCK), Anna V. Mathiason (1891-1953, KZ9H-MMV), Alice Ualberg Mathiason (1893-1963, KH6Z-SHQ), Natalie Florida Mathiason (1897-1927, K86N-QQJ), Myrtle Alta Mathiason (1898-1971, KC8C-GK5), and Melvina Regina Mathiason (1901-1966, KZSQ-8Y5). An 'Add Child' button is at the bottom of this list (annotated with a red circle 8). Red arrows point from the numbered circles to the corresponding UI elements: 1 points to the bolded Olga Josephine Mathiason in both sections; 2 points to the 'Add Spouse' button; 3 points to the 'Add Parent' button; 4 points to the 'PREFERRED' checkbox; 5 points to the 'EDIT COUPLE' button in the Spouses section; 6 points to the children toggle arrow; 7 points to the 'Add Child' button in the Spouses section; 8 points to the 'Add Child' button in the Parents section.

Section	Category	Name	Birth-Death	ID	
Spouses and Children	Spouses	Victor Bergquist	1880-1935	KH1N-5G2	
		Olga Josephine Mathiason	1888-1931	KZLK-HP7	
	Children (4)	Kenneth Rudolph Bergquist	1911-2007	LHPC-8JV	
		Harriet Victoria Bergquist	1914-1989	KZDC-557	
		John Gordon Bergquist	1917-1988	LHPC-BCC	
		Orien Josephine Bergquist	1920-1986	KC5J-6QG	
	Parents and Siblings	Parents	Mathias Mathiason	1859-1908	K4L7-ZNX
			Alethe Petra Johnson	1863-1921	KH86-4L8
		Children (8)	Mathilda Nickolina Mathiason	1887-1917	KD9Q-V4J
			Olga Josephine Mathiason	1888-1931	KZLK-HP7
Mamie R. Mathiason			1890-1908	KD1G-PCK	
Anna V. Mathiason			1891-1953	KZ9H-MMV	
Alice Ualberg Mathiason			1893-1963	KH6Z-SHQ	
Natalie Florida Mathiason			1897-1927	K86N-QQJ	
Myrtle Alta Mathiason	1898-1971	KC8C-GK5			
Melvina Regina Mathiason	1901-1966	KZSQ-8Y5			

Edit Couple

1. Delete incorrect relationships
2. Edit by clicking the name
3. Add an Event
annulment
4. Click the e

The screenshot shows the 'Edit Couple' interface. The main area is divided into sections: 'Couple', 'Events', and 'Sources'. The 'Couple' section displays 'Husband: Victor Bergquist' and 'Wife: Olga Josephine Mathiason'. The 'Events' section has an 'Add an Event' button and a list of events, including 'Marriage' on '1 May 1909' in 'Lake Lillian, Kandiyohi, Minnesota, United States'. The 'Sources' section at the bottom has links for 'Open Details', 'Create a New Source', and 'Attach from Source Box', and a source entry for 'Marriage Index, Bergquist, Victor and Mathiason, Olga Josephine'. On the right, a 'TOOLS' sidebar contains a 'Delete Relationship' button. Below it, a 'LATEST CHANGES' section lists recent actions like 'Couple Event Removed', 'Couple Source Attached', and 'Couple Event Changed'. Red circles with numbers 1 through 4 are overlaid on the interface: 1 points to the 'Delete Relationship' button, 2 points to the wife's name, 3 points to the 'Add an Event' button, and 4 points to the marriage event entry.

Couple

Husband: Victor Bergquist

Wife: Olga Josephine Mathiason

Events

Add an Event

Marriage
1 May 1909
Lake Lillian, Kandiyohi, Minnesota, United States

Sources

Open Details | Create a New Source | Attach from Source Box

Marriage Index, Bergquist, Victor and Mathiason, Olga Josephine

TOOLS

Delete Relationship

LATEST CHANGES

- Couple Event Removed
23 September 2013
by Tom Subben
- Couple Source Attached
26 April 2013
by Tom Subben
- Couple Event Changed
22 November 2012
by Tom Subben

Show all

Edit Parents

◦ From the Family Members section

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

Children (4)

Kenneth Rudolph Bergquist
1911-2007 • LHPC-8JV

Harriet Victoria Bergquist
1914-1989 • KZDC-UG7

[Edit Parents](#)

page

Farther

Name: Victor Bergquist

Relationship Type: Add

Biological

Mother

Name: Olga Josephine Mathiasen

Relationship Type: Add

Biological

Child

Name: Harriet Victoria Bergquist

Sources

Tools: Delete Relationship

Latest Changes: Mother Relationship Type Added, Father Relationship Type Added, Father Added

5