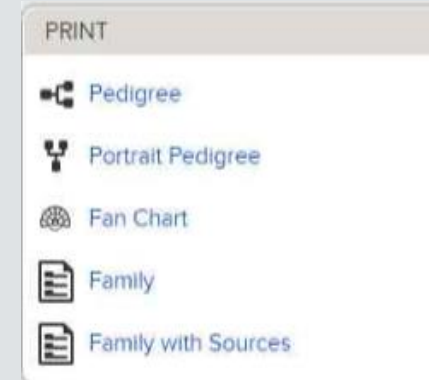
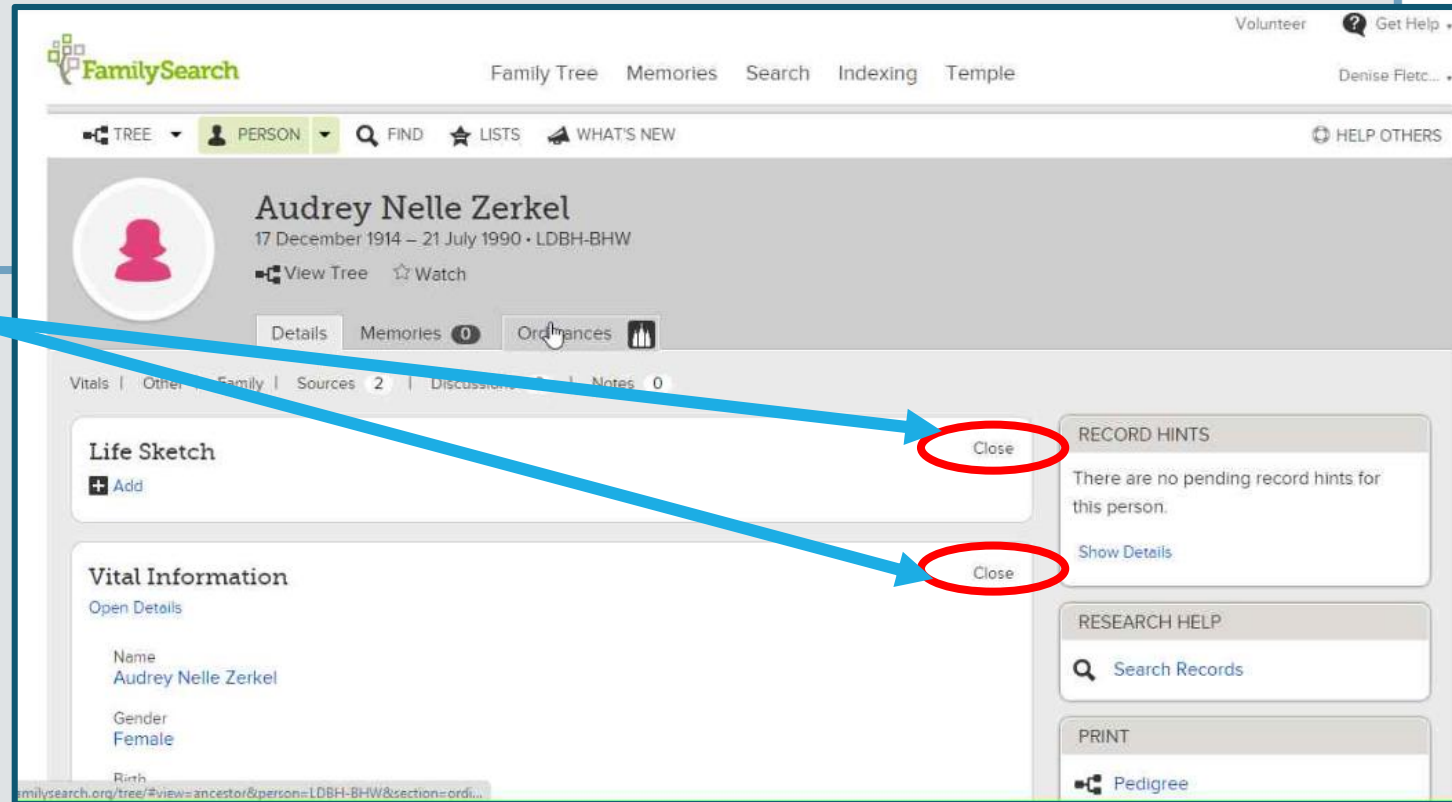




# EDITING DETAILS

# 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 **0**

Gender  
Male

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

Modified | History  
30 July 2012 by Tom Stubben

Sources | Tag **1**

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

Christening  
+ Add

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

Modified | History  
30 July 2012 by Tom Stubben

Sources | Tag **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

The screenshot shows the 'Family Members' interface, divided into 'Spouses and Children' (left) and 'Parents and Siblings' (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 (2). It lists Victor Bergquist (1880-1935) and Olga Josephine Mathiason (1888-1931) as a couple. Olga is marked as 'PREFERRED' and has an 'EDIT COUPLE' button (5). Below the couple are four children: Kenneth Rudolph Bergquist (1911-2007), Harriet Victoria Bergquist (1914-1989), John Gordon Bergquist (1917-1988), and Orien Josephine Bergquist (1920-1986). There is an '+ Add Child' button (7) and an '+ Add Child with an Unknown Father' button (8). The 'Parents and Siblings' section has a 'Hide All' button and an '+ Add Parent' button (3). It lists Mathias Mathiason (1859-1908) and Alethe Petra Johnson (1863-1921) as a couple. Below the couple are eight children: Mathilda Nickolina Mathiason (1887-1917), Olga Josephine Mathiason (1888-1931), Mamie R. Mathiason (1890-1908), Anna V. Mathiason (1891-1953), Alice Ualberg Mathiason (1893-1963), Natalie Florida Mathiason (1897-1927), Myrtle Alta Mathiason (1898-1971), and Melvina Regina Mathiason (1901-1966). There is an '+ Add Child' button at the bottom right. Red arrows with numbered callouts (1-8) point to specific elements: 1 points to Olga Josephine Mathiason in both sections; 2 points to '+ Add Spouse'; 3 points to '+ Add Parent'; 4 points to the 'PREFERRED' checkbox; 5 points to the 'EDIT COUPLE' button; 6 points to the 'Children (4)' and 'Children (8)' expand/collapse buttons; 7 points to the '+ Add Child' button; 8 points to the '+ Add Child with an Unknown Father' button.

# 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
5. Always put in a note about why you unlinked/deleted them.

The screenshot shows a web interface for editing a couple's record. The page is titled "Couple" and contains several sections: "Husband" (Victor Bergquist), "Wife" (Olga Josephine Mathiason), "Events" (with an "Add an Event" button and a "Marriage" event on 1 May 1909), and "Sources" (with a "Marriage Index" source). A "TOOLS" sidebar on the right includes a "Delete Relationship" button. A "LATEST CHANGES" sidebar on the right lists recent actions like "Couple Event Removed" and "Couple Source Attached". Red circles with numbers 1 through 4 are overlaid on the interface to indicate steps: 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.

# 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 • LHFC-8JV

Harriet Victoria Bergquist  
1914-1989 • KZDC-167

**1**  
Edit Parents

page

Father

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  
16 April 2012  
by FamilySearch

Father Relationship Type Added  
16 April 2012  
by FamilySearch

Father Added  
16 April 2012  
by FamilySearch

Show all

Create a New Source | Attach from Source Box