

# Using the FamilySearch Family Tree: A Reference Guide (18 October 2013) LDS Version

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# Using the FamilySearch Family Tree: A Reference Guide (18 October 2013) LDS Version

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# Getting to Family Tree

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Family Tree is an updated approach to organizing and preserving your genealogy online. Family Tree is free, available to everyone, and provides an easy way to share information, compare research, and go further faster by working together.

In Family Tree you can:

- See what the system already contains about your ancestors.
- Work with others to fill in missing information and correct errors.
- Add sources and explanations to show that information is accurate.
- Find and merge records that are about the same person.
- Add photos and stories of your ancestors.

1. Go to [familysearch.org](http://familysearch.org).
2. Click **Family Tree**.



3. If you are not signed in, sign in.

**Tip:** If you click **Stay signed in for 2 weeks**, each time you go to FamilySearch.org and click **Family Tree**, the system automatically signs you in. At the end of two weeks, you can select the option again. Do not use the **Stay signed in for 2 weeks** option if you are on a shared computer.



# Seeing Ancestors on a Pedigree Chart or Fan Chart

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In Family Tree, you can display your ancestors on different types of views. The pedigree view makes it easy to focus on one part of your ancestry. The fan chart view makes it easy to see several generations of your ancestors at one time and identify the places where more research is needed.

The fan chart does not currently work on Internet Explorer 8. Use Internet Explorer 9 or an equivalent version of Firefox or Chrome. If the computer has Windows XP, which does not support Internet Explorer 9, download Firefox or Chrome.

1. On the FamilySearch.org home page, click **Family Tree** or **Fan Chart**.
2. To switch to a different view, use the links in the upper-left corner of the screen:
  - To switch to the fan chart, click **Fan Chart**.
  - To switch to the pedigree view, click **Pedigree**.
3. To move a different person to the main position of the chart, click the person's name, and click **Tree**.
4. To see all of the person's details, click the person's name, and click **Person**. To return to the pedigree chart or fan chart, click the **Tree** link that is next to the person's name at the top of the page.

The next time you use Family Tree, you will see whichever view was displayed when you ended your previous session.

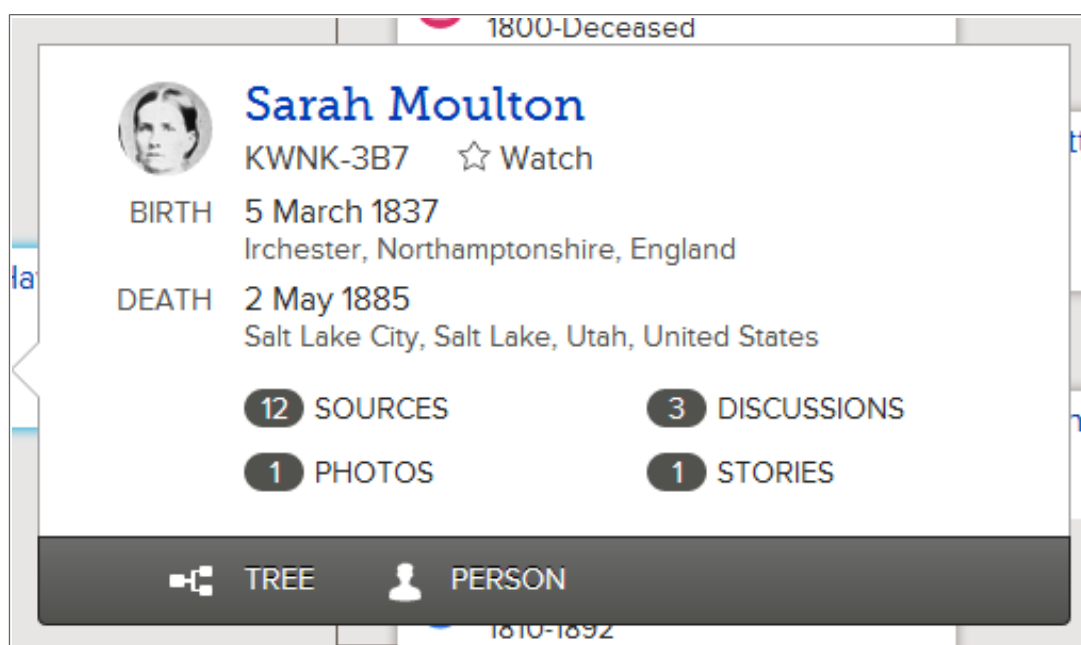
## A Person's Summary Card

The summary card is a useful navigation tool that you can use in many places throughout Family Tree. It lists basic facts about a person. You can also use it to put a person in the main position of the tree and view the person's details page.

You can display a person's summary card from your Family Tree, from the details page of a family member, and from the Find results. To display it, click a person's name.

### *What It Looks Like*

A person's summary card appears as a pop-up on top of whatever else is shown on the screen:



### What You Can Do

On a summary card, you can do the following:

- See the person's portrait photo if one has been uploaded.
- See the number of sources, discussions, photos, and stories that are attached to this person.
- See the person's name and basic events.
- See the ID number (formerly called the person identifier). This number identifies each person in the system. It appears beneath the name.
- To display this person in the main position on Family Tree, click **Tree**.
- To display the person's details page, click **Person**.
- To display the person's sources, click **Sources**.
- To display the person's discussions, click **Discussions**.
- To display the person's photos, click **Photos**.
- To display the person's stories, click **Stories**.
- To watch the person, click ☆ **Watch**. To unwatch the person, click ★ **Unwatch**.

## A Person's Details Page

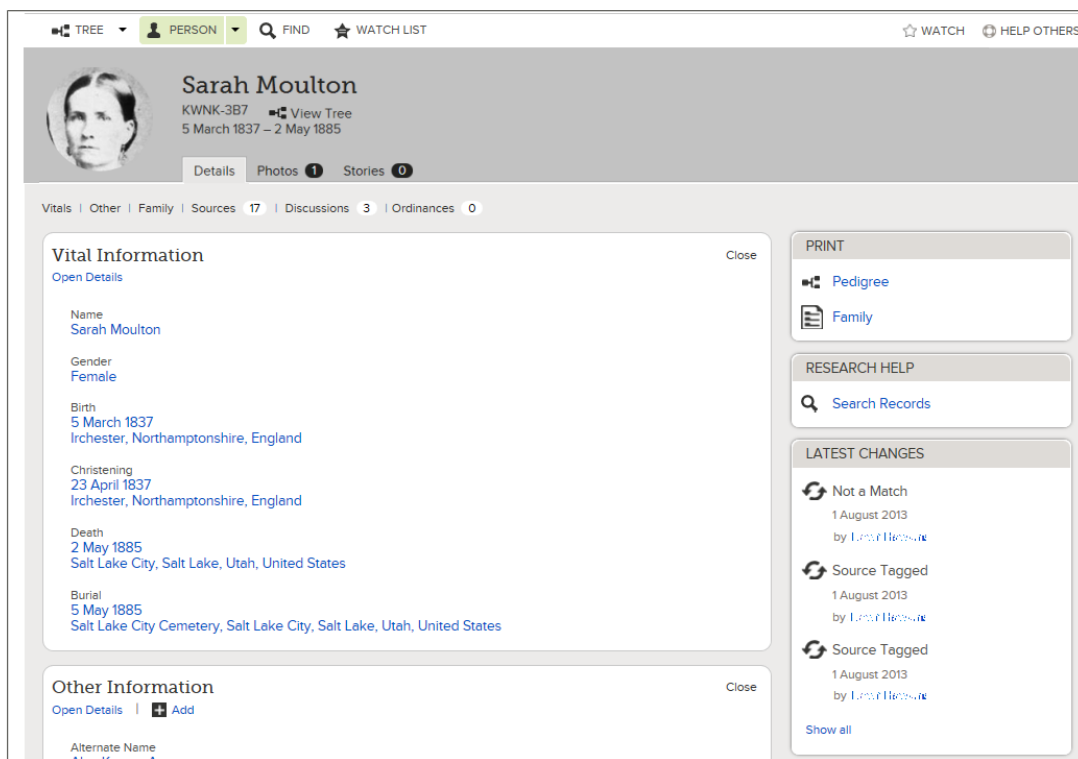
A person's details page shows all of the information about him or her. From the details page, you can also add information about a person, correct information, attach sources, and participate in discussions.

You can display the details page from almost anywhere in Family Tree. To display it, click the person's name. Then click **Person**.

**Tip:** If you want to have a details page open for more than one person, you need to open the details page in another tab or window of your browser. In many browsers, you can do this by doing a right-click on the **Person** link. Then select the option to open the link in a new tab or window. Check your browser's help system for specific instructions.

## What It Looks Like

A person's details page is a long page that contains all of the information about him or her. It is divided into sections. To get to each section, you can click the **Vitals**, **Other**, **Family**, **Sources**, and **Discussions** links in the header. You can also scroll down the page to see all of the information. The screen is too big to effectively show here, but the top part looks like this:



## What You Can Do

On a person's details page, you can do the following:






- See, add, edit, and delete the person's name, gender, events, and other details.
- See the ID number (formerly called the person identifier). This number identifies each person in the system. It appears directly beneath the name.
- See the person's family members. You can also:
  - Click the name of any person in the family to display his or her summary card.
  - Add new spouses, children, parents, and siblings.
  - See, edit, and delete information about couple and parent-child relationships.
- See, attach, detach, and edit sources about the person.
- Search for the person in the historical records on FamilySearch.org.
- Participate in discussions.
- Watch the person so that you can receive notifications when information about him or her changes.
- See a history of the changes that were made to the person's information.
- See how many discussions have been added and when the last activity occurred.
- Return to one of the last 50 people whose information you viewed previously.

- See and merge duplicate records.
- Print a pedigree chart and family group record.
- Delete the person from Family Tree.

## Navigating the Pedigree View

When you see your family information on a pedigree, you can display more generations, resize the tree, move families to different places on the screen, and change to different spouses or parents if a person had more than one.

On the pedigree view, click the appropriate option for what you want to do:

Option to Click	Result
	Switch between viewing the tree on the pedigree view and on the fan chart view.
<b>A person's name</b>	<p>Display the person's summary card that shows more information about the person.</p> <ul style="list-style-type: none"> <li>• To move this person to the main position of Family Tree, click <b>Tree</b>.</li> <li>• To see the person's details page (which contains all of the available information), click the <b>Person</b> link.</li> </ul>
<b>Add Husband or Add Wife</b>	<p>Display a screen that you can use to add a person's husband or wife. By default, the system shows the screen where you can find a person who is already in the system. If you want to enter a new person instead, click <b>Add Person</b>.</p>
 <b>(The background of the pedigree view, when the cursor shows as a four-headed arrow)</b>	Move the tree around on the screen.
 <b>Note: This icon appears next to the last generation of ancestors that are displayed in a line.</b>	See two more generations of ancestors for the line.
	Display the children of the couple in the main position.
	Close an opened line of descendants for the couple in the main position.

**Option to Click****Result**

Close an opened line of ancestors.



Display a couple's children.

**Tip:** To see this option, hover your mouse cursor over a couple's box on the tree.



See a list of the other husbands or wives that a person is linked to, and choose a different one to display.

**Tip:** To see this option, hover your mouse cursor over a couple's box on the tree.



See a list of the other parents that a person is linked to, and choose a different one to display.

**Tip:** To see this option, hover your mouse cursor over a couple's box on the tree.



Increase or decrease the size of the FamilySearch Family Tree.

**Tip:** In many browsers, you can also press **Ctrl** plus + and **Ctrl** plus - to increase and decrease the font size. If this does not work in your browser, see your browser's help system.



Move the tree to the left, right, down, or up. To recenter the tree after moving it, click the center circle.

**Note:** You can also move the tree by clicking your mouse on the screen and dragging it until you can see the information you want to see.






Print a four-generation pedigree chart.

**Tree**

Return to your Family Tree from another screen in Family Tree.

**Person Tree**

Display the details page of the last person you displayed. If you have not yet displayed a person's details page, your own details page appears.

Option to Click	Result
 PERSON ▼	<p>Return to the details page of an ancestor you viewed previously.</p> <p><b>Tip:</b> Click the <b>arrow</b> at the end of the icon to see the list of ancestors you viewed previously. Then click the ancestor you need.</p>
<b>Find</b>	<p>Find an ancestor by name or ID number (person identifier).</p>
<b>Watch List</b>	<p>See a list of all of the people that you are watching.</p>
 TREE ▼	<p>Return to an ancestor who was previously in the main position.</p> <p><b>Tip:</b> Click the <b>arrow</b> at the end of the icon to see the list of ancestors you viewed previously. Then click the ancestor you need.</p>
	<p>Sign in to use Family Tree on behalf of someone else.</p> <p><b>Note:</b> The following requirements must be met before you can help someone else:</p> <ul style="list-style-type: none"> <li>• The person who is helping must be a member of The Church of Jesus Christ of Latter-day Saints.</li> <li>• The person being helped must have an account on FamilySearch.org.</li> <li>• You must know the contact name of the person being helped.</li> <li>• You must know the helper number of the person being helped.</li> </ul>


## Displaying More Generations of Ancestors on the Pedigree View

When you first display a person on the pedigree view, you may not see all of the information that the system contains about that family line. You can display more generations if the system contains them.


The fan chart displays four generations of a person's ancestors. It cannot be expanded to show more generations.


1. Find the last person that is currently displayed in the family line that you want to see more of.
2. Click the appropriate icon:



- To display two more generations of the person's tree, click  **Expand Tree**, which appears to the right of the person's name.

You may need to wait for a few seconds while the information appears.

You can extend one line of ancestors at a time. For example, if you click  to expand the tree for one set of your grandparents, you can keep expanding one line of that tree back until the system has no more information about that line. If you then click

 to expand the tree for your other set of grandparents, the lines for your first set of grandparents close, and the lines for your second set of grandparents appear.

If you do not see the arrow icon, the system either does not contain any more information, or it cannot display the information because the people may still be living.

If nothing happens when you click the arrow, it means that the same person is already shown on the tree. This could be the result of these situations:

- The same person is in more than one line in the tree. For example, if your great-grandparents were first cousins, then two of your lines connect to the same people. If the tree already displays this line, the system cannot display it again. The tree can display the shared line once.
- The person is part of a looping pedigree. A looping pedigree is a tree in which people are incorrectly linked back to themselves in future or previous generations. For example, a person may be mistakenly combined with a father or grandfather of the same name. Consequently, he is linked to himself as his own father or grandfather.


## Displaying a Person's Children and Descendants on the Pedigree View

You can display a person's children and grandchildren on the pedigree view.

- To display a couple's children, follow these steps:
  - Pause your cursor anywhere over the **box** that contains the names of the father and mother.  
An option to display the children appears beneath the box.



- Click  **Children**.

The  **Children** option appears if the system contains information about the couple's children and if you are authorized to see the information.

You can display the children of one couple at a time.


- When you no longer want to see the children on the tree, click **Children** again.

2. When a couple is in the main position on the tree, you can display their descendants on the left side of the tree:

- a. If the couple is not in the main position, click the name of one of the parents, and click **Tree**.




The couple moves to the main position on the family tree.

- b. Click  **Expand Tree**, which appears to the left of the couple.

The  icon appears if the system contains the couple's children and if you are authorized to see the information.

The couple's children appear.

- c. To see another generation of descendants, repeat the previous step.



You can extend one line of descendants at a time. For example, if you click  to see a couple's children, you can keep clicking  to display more generations in that line. If you then click  to display the descendants of a different child, the descendant lines that you previously opened then close.

- d. To close a generation of descendants, click the  icon of the children that you no longer want to display.

## Closing Generations on the Pedigree View

If the pedigree view contains too many generations of ancestors or descendants, you can close some to make navigation easier.

1. On the pedigree view, find the line that you want to close.
2. Click the appropriate icon:

- If you are viewing a tree and want to close one generation of ancestors, click , which appears to the right of the couple's names.
- If a couple's descendants appear on the tree and you want to close that generation, click , which appears to the left of the couple's names.

If you do not see the arrow icon, you cannot close the line any farther.





## Moving the Pedigree View Horizontally and Vertically

The fastest way to move the pedigree view around on the screen is to click your mouse anyplace on the screen except a person's name, and drag your mouse until the pedigree appears where you want it. With the click and drag method, you can move the screen diagonally, up, down, to the left, and to the right.

If you prefer to not use click and drag, you can use the move icon:



To move the pedigree view, use the icon:

- To move up, click .
- To move down, click .
- To move left, click .
- To move right, click .
- To move the pedigree view to its original position, click the small circle in the center (○).

## Moving a Person to the Main Position of the Fan Chart or Pedigree View

You can move a person and his or her spouse to the main position on the pedigree view or fan chart.

The main position shows the person or couple that the rest of the view is based on. For example, if you are in the main position, the tree shows your children, parents, grandparents, and so forth.

You can move a person to the main position from either the tree or the person's details page.

Display the person that you want to move to the main position. You can do either of the following:

- Click the person's name, then **Tree**.
- Display the person's details page, then **View Tree**. This link appears at the top of the page, next to the person's ID number.

## Displaying Correct Spouses and Parents on the Pedigree View

A person can be linked to more than one spouse and more than one set of parents. If the fan chart or pedigree view does not show the parents or spouse that you want, you can display a different one.

**Tip:** When you display a different spouse or parent on the pedigree view, that person remains selected until you choose someone else. This selection remains from one time you use Family Tree to the next.

- If the tree displays the wrong set of parents and ancestors for a person, follow the process that displays a different set of parents. Do this even if one parent is displayed correctly and the other is not.
- If the tree displays a person's wrong spouse and descendants, follow the process to display a different spouse.

1. Display the family on the pedigree view.
2. Pause your cursor over the **box** that lists the person whose other spouses or parents you want to display.

If one of the people in the box is linked to other spouses or parents, the options to display those other spouses or parents appear.

The links to display Other Husbands or Other Wives appear next to the name of the currently displayed husband or wife. For example, the Other Husbands link appears next to the husband's name. This does not mean that the husband is linked to other husbands. Rather, it means that there are other husbands who could appear in that spot on the pedigree view.

3. To display a different set of parents, click the names of the parents that you want.



- a. Click **All Parents**.

This option appears to the right of the couple's box.



A list of the other parents appears.

- b. Click the parents that you want to be displayed on the pedigree view.  
The parents that you selected appear on the pedigree view.

4. To display a different husband or wife, follow these steps:



- a. Click **All Husbands** or **All Wives**.

These links appear to the left of the couple's box.



A list of the husbands or wives appears.

- b. Click the husband or wife that you want to display.  
The person's summary card appears.
- c. Click **Tree** to display that spouse.  
That couple now appears in the main position of the pedigree view.

**Note:** Currently, there is no way to display a different spouse on the pedigree view without moving that couple to the main position.

The selected spouse or parents remain on the pedigree view until you switch to a different spouse or parent.

## Resizing the Pedigree View

If you open many generations of ancestors or descendants on the pedigree view, it can be difficult to see all of the information. Resizing the view allows you to alternate between seeing the entire pedigree at once and being able to read the names of the people shown.

To resize the pedigree view, use the  icon:

- To make the view larger, click +.
- To make the view smaller, click –.

**Tip:** You can resize both the fan chart and the pedigree view with your browser. In most browsers, this option is on the View menu. See your browser's help system for more information. This option also works to resize the font on a person's details page. In many browsers, you can press **Ctrl** plus + and **Ctrl** plus - to increase and decrease the font size.

## Navigating the Fan Chart View

When you view your family information on a fan chart, you can easily see where you could identify more generations of ancestors. You can print the fan chart. You can also change the person who is at the center. This lets you see the person's children and more generations of ancestors for that person.

1. If you are not already in Family Tree, go to it:
  - a. Go to [www.familysearch.org](http://www.familysearch.org), and sign in.
  - b. Click the **Family Tree** link.
  - c. Click **Fan Chart**.

By default, you appear in the main position.

2. On the fan chart view, click the appropriate option for what you want to do:

### Option to Click

### Result



Switch between viewing the tree on the pedigree view and on the fan chart view.

### A person's name

Display the person's summary card that shows more information about the person.





- To move this person to the main position of the fan chart, click **Tree**.
- To see the person's details page (which contains all of the available information), click the **Person** link.



See more children. If there are more than 5 children in the family, these arrows appear to let you move between the children.



See another spouse. If there is more than one spouse, these arrows appear to let you move between the spouses.

Option to Click	Result
	Print the fan chart.
<b>Tree</b>	<p>On a person's summary card, move that person to the main position on the fan chart.</p> <p><b>Tip:</b> To see a person's summary card, click the name.</p>
<b>Person</b>	<p>On a person's summary card, go to the person's details page.</p> <p><b>Tip:</b> To see a person's summary card, click the name.</p>
 TREE ▼	<p>Return to an ancestor you had viewed previously.</p> <p><b>Tip:</b> Click the <b>arrow</b> at the end of the icon to see the list of ancestors you viewed previously. Then click the ancestor you need.</p>
 PERSON ▼	<p>Return to the details page of an ancestor you viewed previously.</p> <p><b>Tip:</b> Click the <b>arrow</b> at the end of the icon to see the list of ancestors you viewed previously. Then click the ancestor you need.</p>
<b>Find</b>	Find an ancestor by name or ID number (person identifier).
<b>Watch List</b>	See a list of all of the people that you are watching.
	<p>Sign in to use Family Tree on behalf of someone else.</p> <p><b>Note:</b> The following requirements must be met before you can help someone else:</p> <ul style="list-style-type: none"> <li>• The person who is helping must be a member of The Church of Jesus Christ of Latter-day Saints.</li> <li>• The person being helped must have an account on FamilySearch.org.</li> <li>• You must know the contact name of the person being helped.</li> <li>• You must know the helper number of the person being helped.</li> </ul>

## Returning to a Previously Viewed Person

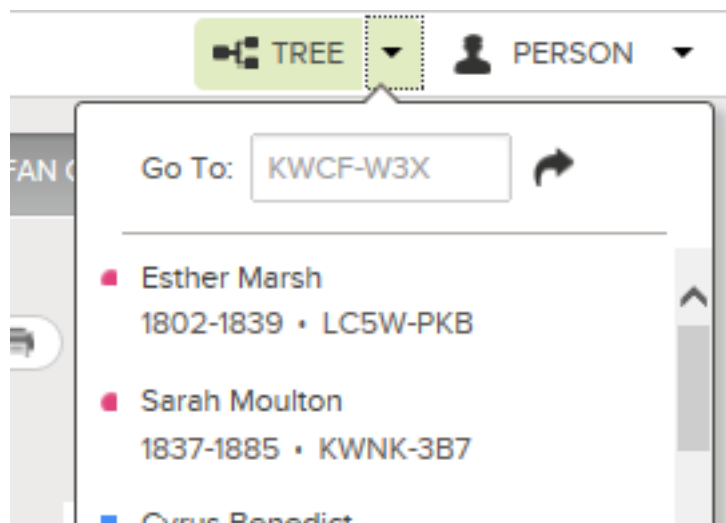
You can easily return to people that you previously viewed in Family Tree. Family Tree saves a list of the last 50 people you viewed. To return to a person, you click the name in the list.

You can either go to the tree view or to the details page of the person.

The first 10 people appear in the drop-down list, and you can scroll to see the remaining 40. The people that you most recently worked with appear at the top of the list.

The system saves this list of previously viewed people from one session to the next. This means if you quit using Family Tree, this list will be available the next time you use Family Tree.

1. Decide whether you want to go to the tree view or to the details page for the person.
  - To go to the person in the tree, near the top of the screen, click the **triangle** at the end of Tree.
  - To go to the person's details page, near the top of the screen, click the **triangle** at the end of Person.



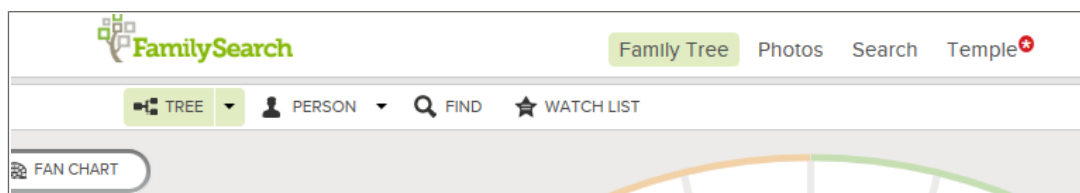
A list of the people you previously viewed appears.

2. If the person is not among the first 10 people in the list, scroll down the list.
3. Click the person that you want.

## Temple-Related Features

### Temple Link on FamilySearch.org

If you are signed in to use FamilySearch.org as a member of The Church of Jesus Christ of Latter-day Saints, you see a Temple link near the top of the screen.






Use this option to do the following:

- See your Temple Opportunities list, which may identify some of your ancestors who need ordinances.
- See a list of the ordinances that you have reserved.
- See the list of ordinances that you have previously printed.
- See the list of ordinances that you have shared with the temple.
- Print and reprint Family Ordinance Requests.
- Share ordinances that you have reserved with the temple.
- Unreserve ordinances.


## Temple Icons on Family Tree

If you are signed in to use Family Tree as a member of The Church of Jesus Christ of Latter-day Saints, you see icons on the tree that indicate whether a family's temple ordinances are done. To see an explanation of what the icon means, hover your mouse cursor over the couple's information.

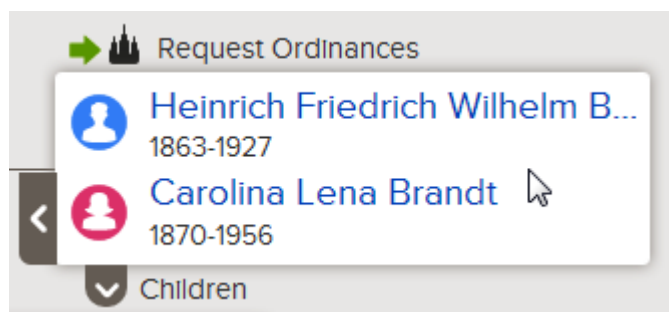
The following icons are used:

Icon	What It Means
	<p>At least one person in the family has incomplete ordinance information. The person's record contains enough information for ordinances to be performed. Click the icon to see if you can reserve the ordinances.</p> <p><b>Note:</b> Before you reserve a family's ordinances, make sure that you are following Church policies. For example, you should not perform ordinances for people who are not in your family line. You must either be one of the closest living relatives or must obtain permission from one of the closest living relatives before performing ordinances for someone who was born in the last 110 years.</p>
	The ordinances for all family members are reserved or in progress.
	<p>This icon indicates one of the following situations:</p> <ul style="list-style-type: none"> <li>• A family member needs ordinances, but his or her record does not contain the required information.</li> <li>• A family member's ordinances are not done, but he or she has not been deceased for one year.</li> <li>• The system does not display ordinance information for at least one person in the family. Instead, it displays the ordinance status "Not available." The system displays this status when it needs to protect the privacy of ordinance information, such as when a person in the family is living.</li> </ul>



Icon	What It Means
	<p>This icon indicates the following:</p> <ul style="list-style-type: none"> <li>For the parents and each of their children, the baptism, confirmation, initiatory, and endowment are done.</li> <li>The parents are sealed to each other.</li> <li>The children are sealed to the parents.</li> </ul> <p><b>Important:</b> Even when you see this icon, some members of the family may have incomplete sealings. The parents may not be sealed to their parents. The children may not be sealed to their spouses.</p>

- If the ordinances are needed, reserved, or in process, the temple icon appears on the screen.



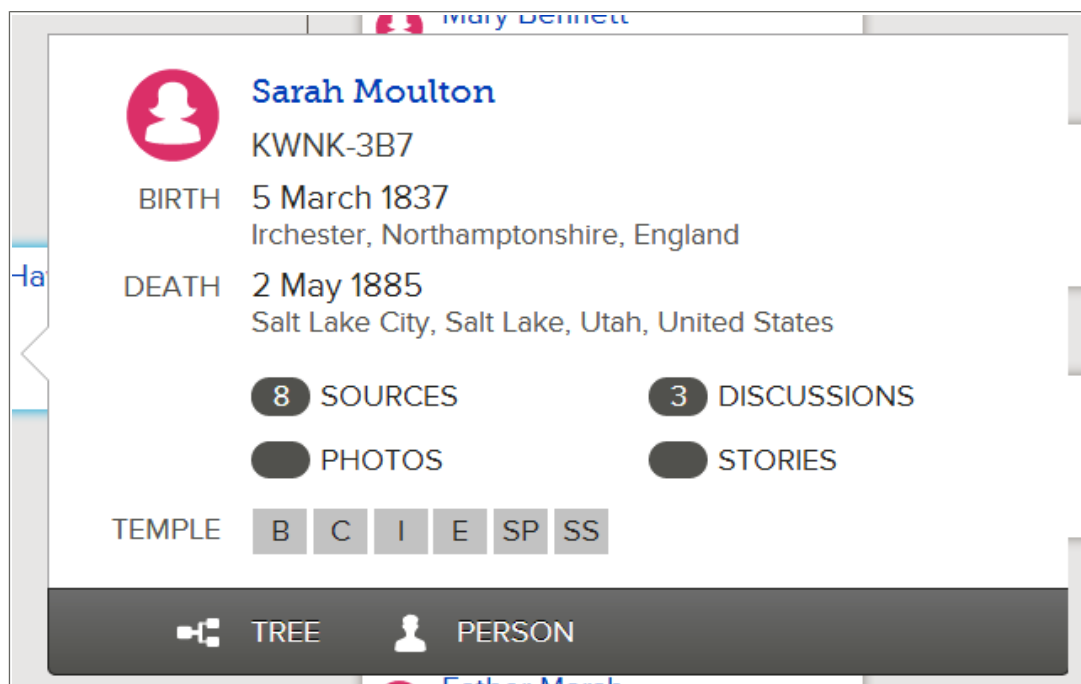
- If the family member's ordinances are done, the temple icon appears after you hover your mouse cursor over the couple's information.



- Temple icons do not appear if family members are living.

### Temple Information on the Summary Card

If you are signed in to use Family Tree as a Church member, a person's summary card identifies whether a person's ordinances are done.



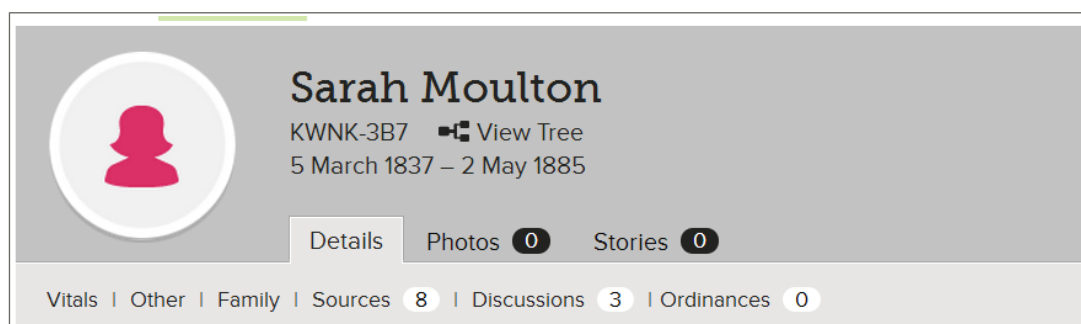
To see details about a specific ordinance, hover your mouse cursor over the box that contains the ordinance abbreviation.

## Temple Information on the Details Page

If you are signed in to use Family Tree as a Church member, a person's details page shows whether his or her ordinances are done.

### Header

In the header, you see how many ordinances are ready. You can also click the **Ordinances** link to jump down to the Temple Ordinances section of the details.



### Temple Ordinances Section

To see all of the ordinance information, scroll down to see the Temple Ordinances section, which looks like this:

### Temple Ordinances

Close

<b>B</b>	Baptism	Completed 15 February 1851
<b>C</b>	Confirmation	Completed 15 February 1851
<b>I</b>	Initiatory	Completed 16 July 1857
<b>E</b>	Endowment	Completed 16 July 1857
<b>SP</b>	Sealing to Parents	Completed 20 March 1885 Logan Utah Temple
		<div> <div>■ Thomas Moulton</div> <div>● Sarah Denton</div> <div>✓</div> </div>
<b>SS</b>	Sealing to Spouse	Completed 16 July 1857 Endowment House
		<div>■ John Bennett Hawkins</div>

If an ordinance is reserved, you can see who reserved it. If that person allows his or her contact information to be displayed, you can contact him or her:

**SS**

Sealing to Spouse

Not Printed

24 December 2011

Reserved by [Leroy Henry William Brandt](#)

■ Leroy Henry William Brandt



# Seeing Details about People

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In Family Tree, you can see details about a person in two ways: On a person's summary card and on a details page.

The person's summary card lists the most important pieces of information about the person. To see all of the information, you need to display the person's details page.

1. Open the person's details page.
  - a. On the pedigree view or fan chart view, click the person's name.
  - b. On the person's summary card, click **Person**.
2. (Optional) To see all of the information about each field in the Vital Information or Other Information sections, click that section's **Open Details** link. To close all of the details, click **Close Details**.

The reason field and the Modified field appear. The Modified field identifies the date when this field was last changed and who made the change.
3. (Optional) To hide an entire section of the details, such as the Vital Information section, click its **Close** button. To reopen it, click **Open**.

The sections that you close remain closed on every details page that you display afterward. For example, if you close the Vital Information and Other Information sections on one person's details page, the same sections remain closed on every details page that you view until you open them again. This is helpful, for example, if you are working with sources and want to reduce the amount of scrolling that you have to do to see the Sources section of each details page that you display.
4. (Optional) to see, edit, or delete all of the information about one piece of the information, click the information. To close it, click **Close**.
5. To see photos or stories about this person, click **Photos** or **Stories**. To switch back to the details, click **Details**.

## Viewing an Ancestor's Photos and Stories in Family Tree

You can see the photos and stories that have been attached to a person in Family Tree.

1. On the fan chart or pedigree view, click the person's name.
2. Display the photos or stories, using either of the following methods:
  - On the summary card, click **Photos** or **Stories**.
  - On the summary card, click **Person**. Then, on the person's details page, click the **Photos** or **Stories** link in the header.
3. From the Photos page, you can do the following:
  - To add a new photo, click **Add Photo**.
  - To choose a different portrait, click the current portrait photo by the person's name. The system shows the photos for the person. At the bottom of the photo

you want to use for the portrait, click the **circle** to select the photo. Click **Set Portrait**.

If you added the photo, you can also do the following:

- If the portrait photo is off center or shows the wrong part of the photo, click the portrait photo. On the right of the next screen, in the list of people in the photo, click the one whose tag you want to edit. Click **Edit Tag**. Adjust the size or position of the circle, and click **Save**.
- If the portrait photo contains more than one person, click the photo, and adjust the tag. Then add new tags for the other people in the photo.
- To remove this photo from this person without deleting it from the system, you need to remove the tag that links this photo to this person. Click the photo. On the right of the next screen, in the list of people in the photo, click the name whose tag you want to delete. Click **Remove Tag**.
- To delete a photo from the system, click it. Then click **Details**, and then **Delete Photo**.

4. From the Stories page, you can do the following:

- To add a new story, click **Add Story**.
- If the story lists more than one person, click the story, and in the Who is in this story field, add the names of the other people.

If you added the story, you can also do the following:

- To edit the text of the story or to add, change, or delete the story's photo, click it. Then, on the left near the top, click **Edit Story**.
- To remove this story from this person without deleting it from the system, you need to remove the tag that links this story to this person. Click the story. On the right of the next screen, in the list of people in the story, click the name whose tag you want to remove. Click **Remove Tag**.
- To delete a story from the system, click it. Then click **Delete**.

## Viewing a Person's Family Members on the Details Page

A person's details page shows a person's families, including the person as a child with his or her parents and the person as a spouse with his or her children.

From the Family Members section of a person's details page, you can do the following:

- See, add, edit, and delete a couple's marriage information.
- Add missing spouses, parents, or children. You can also remove incorrect family members.

Spouses are listed in chronological order, based on the earliest marriage event date. If the spouses are listed in the wrong chronological order, you can edit the marriage events. If all of the marriage events are correct, you can choose which spouse is displayed by default.

1. Open the person's details page.
2. Scroll down to the Family Members section.

The person is shown with spouses and children on the left side, and with parents and siblings on the right side.

### Family Members

Close

#### Spouses and Children

Hide All | + Add Spouse

John Bennett Hawkins  
1825-1898 • KWNK-3BW
 Sarah Moulton  
1837-1885 • KWNK-3B7  
Married  
5 December 1856  
Salt Lake City, Salt Lake, Utah, United S...  
[Edit Couple](#)

Children (10)
 

William Moulton Hawkins  
1858-1858 • KVV3-QB2
 Sarah Ann Hawkins  
1859-1919 • KWCJ-XV8
 Mary Eliza Hawkins  
1861-1942 • KWCQ-J8Y
 John Moulton Hawkins  
1865-1908 • KWNX-F73
 Eliza Jane Hawkins  
1869-1869 • KVV3-QBF
 Esther Emily Hawkins  
1869-1941 • KWC8-LYG
 Julia May Hawkins  
1871-1953 • KWCW-CWQ
 Emma Amelia Hawkins  
1874-1875 • KVV3-QBJ
 Thomas Ernest Moulton Hawkins  
1877-1955 • KWC6-4MS
 Della Maud Hawkins  
1881-1926 • KVV3-QBP
 

+ Add Child

+ Add Child with an Unknown Father

#### Parents and Siblings

Hide All | + Add Parent

Thomas Moulton  
1810-1892 • KWWJW-6FT
 Esther Marsh  
1802-1839 • LC5W-PKB  
Married  
1833  
[Edit Couple](#)

Children (2)
 

Susan Moulton  
1834-1836 • LZLR-D5P
 Sarah Moulton  
1837-1885 • KWNK-3B7
 

+ Add Child

3. (Optional) Determine what you want to do next:

- To display the children in a specific family, click **Children**. To hide them, click **Children**.
- To display all of the children in all of the families, click **Show All**. To hide them, click **Hide All**.
- To display the couple's marriage information, click the **Edit Couple** link that is in the couple's box. From there, you can also edit or add marriage events. The available marriage events are marriage, annulment, common law, and divorce.
- To display a child's parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears. From there, you can fix incorrect parents and indicate the relationship type between each parent

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and the child. The available relationship types are biological, adopted, guardianship, step, and other.

- To add a new person or link in a missing person, click the appropriate link: **Add Spouse** (located at the top of the Spouses and Children section), **Add Parent** (located at the top of the Parents and Siblings section), or **Add Child** (located at the bottom of the box listing a couple's children).
- If the person had a child and you do not know the other parent, click **Add Child with an Unknown Father** or **Add Child with an Unknown Mother**. This link is located at the bottom left of the Family Members section, beneath any other spouses and children that are already listed.

## Viewing a Couple's Relationship Information, Including Marriage and Divorce Information

From a person's details page, you can display a couple's marriage information, such as the marriage date and place. From there, you can add and correct information about the couple.

1. Open the details page of either the husband or wife.
2. Scroll down to the Family Members section.

The marriage date and place appears in the box that shows the names of each couple.

3. If you want to see more information about the marriage, click the **Edit Couple** link that appears in the box that shows the couple and their marriage information. The Couple Relationship page appears.

The screenshot displays the 'Go to: John Bennett Hawkins | Sarah Moulton' page. At the top, it shows the couple's names and birth/death years: John Bennett Hawkins (1825-1898) and Sarah Moulton (1837-1885). Below this, the 'COUPLE' section lists 'Husband: John Bennett Hawkins' and 'Wife: Sarah Moulton'. The 'EVENTS' section includes a link to 'Add an Event' and lists two marriages: one on 5 December 1856 in Salt Lake City, Utah, United States, and another on 16 July 1857 in Salt Lake City, Utah, United States. The 'SOURCES' section at the bottom provides links to 'Open Details', 'Create a New Source', and 'Go to Source Box', followed by two source entries: '1857 Utah Sealing, John Bennett Hawkins & Sarah Moulton' and '1856 Utah Marriage, John B. Hawkins & Sarah Moulton'. On the right side, there are two panels: 'TOOLS' with a 'Delete Relationship' link, and 'LATEST CHANGES' which lists three events: 'Couple Event Changed' (13 September 2012), 'Couple Event Removed' (13 September 2012), and 'Couple Event Added' (7 September 2012), each with a 'Show all' link.

4. (Optional) Determine what you want to do next:



- To add or edit the reason statement that explains how you know each person is part of this couple, click the person's name. Then click the appropriate link.
  - If one of the spouses is incorrect, click the spouse's name, and then click **Change**.
  - If these two people were never a couple, click **Delete Relationship**.
  - To edit or delete a marriage event, click the marriage event. A box opens up so that you can review the existing information. If you still want to make the change, click the **Edit** or **Delete** links.
  - To add a new marriage event, click **Add an Event**. A box opens up in which you can enter the event information. Click the drop-down lists to select the type of marriage event. The available marriage events are marriage, annulment, common law, and divorce.
  - To enter a new source about this couple's relationship, click **Create a New Source**. You can select a source that is already in your source box or create a new source.
  - To attach a source that is already in your source box, click **Go to Source Box**.
  - To see a history of the changes made to this couple's relationship, click the **Show All** link that is in the Latest Changes box.
5. To display the details of a person in this relationship, use the **Go to** links that are located beneath the FamilySearch tree logo.

## Viewing Child-Parent Relationships

From a person's details page, you can display information about his or her parent-child relationships. This information includes the relationship type, which indicates whether the relationship was biological, step, adopted, and so forth.

1. Open the details page of the child, father, or mother.
2. Scroll down to the Family Members section.
3. Hover your mouse over the name of the child whose parent-child relationship you want to see.  
A Edit Relationship link appears.

The screenshot shows the 'Family Members' section of a FamilySearch profile. At the top, it says 'Family Members' and 'Spouses and Children'. Below this are links for 'Hide All' and '+ Add Spouse'. A grey box highlights a couple: John Bennett Hawkins (1825-1898 • KWNK-3BW) and Sarah Moulton (1837-1885 • KWNK-3B7). It notes they are 'Married' on '5 December 1856' in 'Salt Lake City, Salt Lake, Utah, United S...'. An 'Edit Couple' link is at the bottom right of this box. Below the couple box is a section for 'Children (10)'. The first child listed is William Moulton Hawkins (1858-1858 • KWV3-QB2), with an 'Edit Relationship' link next to his name. Below him is Sarah Ann Hawkins. A mouse cursor is pointing at the 'Edit Relationship' link.

**Family Members**

Spouses and Children

[Hide All](#) | [+ Add Spouse](#)

**John Bennett Hawkins**  
1825-1898 • KWNK-3BW

**Sarah Moulton**  
1837-1885 • KWNK-3B7

Married  
5 December 1856  
Salt Lake City, Salt Lake, Utah, United S...

[Edit Couple](#)

Children (10)




**William Moulton Hawkins**  
1858-1858 • KWV3-QB2

[Edit Relationship](#)

**Sarah Ann Hawkins**

4. Click the **Edit Relationship** link.  
The Parent-Child Relationship page appears.

Go to: [John Bennett Hawkins](#) | [Sarah Moulton](#) | [William Moulton Hawkins](#)

**FATHER**

Name  
[John Bennett Hawkins](#)

Relationship Type  
[Add](#)

Biological

**MOTHER**

Name  
[Sarah Moulton](#)

Relationship Type  
[Add](#)

Biological

**CHILD**

Name  
[William Moulton Hawkins](#)

**SOURCES**  
[Create a New Source](#) | [Go to Source Box](#)

**TOOLS**  
[Delete Relationship](#)

**LATEST CHANGES**

Father Relationship Type Added  
26 June 2012  
by [FamilySearch](#)

Mother Relationship Type Added  
26 June 2012  
by [FamilySearch](#)

Father Added  
26 June 2012  
by [FamilySearch](#)

[Show all](#)

5. (Optional) Determine what you want to do next:

- To add a reason explaining why this parent-child relationship is correct, click the child's name, and then click **Edit**.
  - If one of the parents is incorrect and you know the correct parent, click the incorrect parent's name, and then click **Change**. From there, you can either add the person to the Family Tree or link in a person who is already in the Family Tree.
  - If one of the parents is incorrect and you do not know the correct parent, click the incorrect parent's name, and then click **Remove**.
  - If this child should be unlinked from both parents, click **Delete Relationship**. This link is located in the Tools box.
  - To change an existing relationship type or explain why the existing relationship type is correct, click the relationship type, and then click **Edit**.
  - To delete a relationship type, click the relationship type, and then click **Delete**.
  - To add a new relationship type, click **Add**. The available relationship types are biological, adopted, guardianship, step, and other.
  - To enter a new a source about this relationship, click **Create a New Source**. You can select a source that is already in your source box or create a new source.
  - To attach a source that is already in your source box, click **Go to Source Box**.
  - To see a history of the changes made to this parent-child relationship, click the **Show All** link that is in the Latest Changes box.
6. To display the details of a person in this relationship, use the **Go to** links that are located beneath the FamilySearch tree logo.

## Viewing Sources









You can see what sources have been attached to the people, couple relationships, and parent-child relationships in Family Tree.

1. On the fan chart or pedigree view, click the person's name.
2. To display the sources that are attached to the person, do one of the following:
  - On the summary card, click **Sources**.
  - On the summary card, click **Person**. Then, on the person's details page, click the **Sources** link in the header. (You can also scroll down to the Sources section.)
3. To display the sources that are attached to a relationship that this person is in, follow these steps:
  - a. On the summary card, click **Person**.
  - b. Scroll down to the Family Members section.
  - c. To view the sources to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife. When the Couple Relationship page appears, scroll down to the Sources section.
  - d. To view the source to a parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears. When the Parent-Child Relationship page appears, scroll down to the Sources section.
4. View the details of the sources:
  - To see the details about one of the sources, click its title. To close the details, click **Close**.
  - To see all the details about all of the sources, click **Open Details**. To close all of the details, click **Close Details**.

### Sources

Close

[Open Details](#) | [+ Create a New Source](#) | [Go to Source Box](#)

-  [Undated Photo, John Bennett Hawkins \(1825-1898\) and Sarah Moulton \(1837-1885\)](#)
-  [1856 Immigrant Ship Thornton, Moulton Family](#)
-  [1856 Utah Marriage, John B. Hawkins & Sarah Moulton](#)
-  [1857 Utah Sealing, John Bennett Hawkins & Sarah Moulton](#)
-  [1885 Utah Tombstone, J.B. Hawkins and Sarah Moulton](#)
-  [1837 England Christening Record, Sarah Moulton \(1837-1885\)](#)
-  [1856 James G. Willie Handcart Company](#)
-  [1885 Utah Obituary, Sarah Moulton \(1837-1885\)](#)

5. If you want to change the order in which the sources are listed, click the source's title, and drag it to a new position in the list.

## Seeing Contributor Information

Family Tree keeps track of who adds, changes, and deletes information. You can quickly display that contributor's contact information if he or she allows it to be displayed.

You can contact other users under these circumstances:

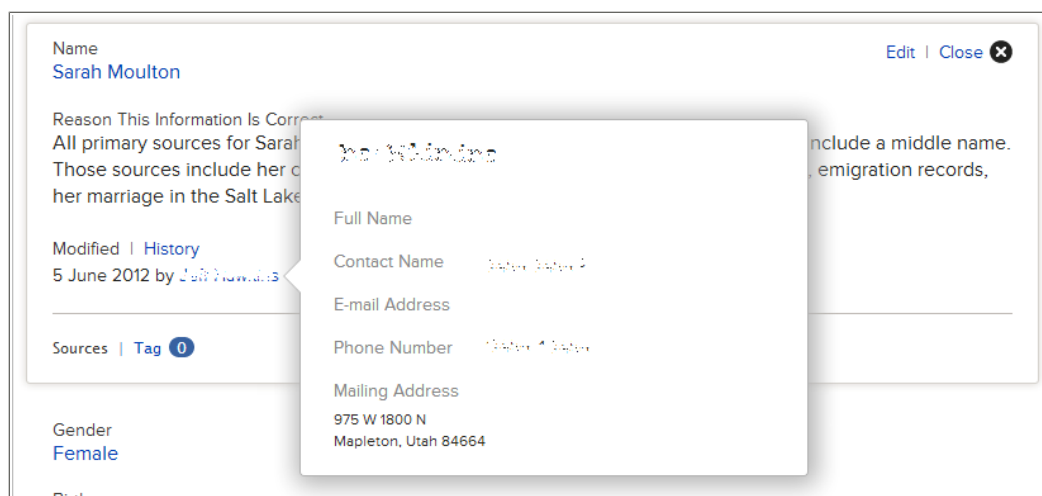
- The contributor is a current user of the system.
- The contributor allows the system to display contact information. FamilySearch Support cannot give you contact information when a user chooses not to display it.

**Note:** To change how much contact information Family Tree displays about you, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

If someone entered the information in behalf of someone else, you see both a contributor and a submitter. The contributor is the person who provided the information. The submitter is the person who entered it for the contributor.

1. To display the contributor's contact card, click his or her contact name.

You can display the contact card from a person's details page, a change history, the search results, or any other screen on which the contributor's name is displayed.



2. Use the contact information.

- If the contributor provided an email address, click it. Your computer's default email program opens, and you can write your message.

**Note:** On most personal computers with Windows, the default email program is Microsoft Outlook. If you use an online e-mail service, such as MSN or Google, you will need to go to your email account online, create a new email, and copy the contributor's email address into the To field.

- If you prefer to communicate by other means, either print the contact information, or write it down so you can use it to call or write a letter.

**Tip:** The printout does not contain any information that reminds you what information this contributor provided. You may want to also print the information in question or keep notes that help you remember what you wanted to discuss.

- If a contributor chooses not to display contact information, try starting a discussion. That user may choose to respond through the discussion board. If not, please respect the privacy of users who choose not to display contact information. FamilySearch Support cannot give you contact information when a user chooses not to display it.
3. When you are finished, click on the screen somewhere outside of the contact card. The contact card closes.

In your communications with other contributors, it is helpful if you do the following:

- Explain how you got the other person's contact information.
- List the person or family line of interest to you. It is especially helpful if you can include ID numbers (formerly called person identifiers) so the other person can quickly find the information of interest to you.
- Remember that other users might not see exactly the same information as you when they look at their family line. For example, they may not see the same living people. Or they may see a different family line because they descend through a different spouse.

## Seeing Information about Living Relatives

To protect the privacy rights of living people, the system limits the amount of information that you can see about living relatives. In Family Tree, the word "Living" is displayed with the person's information.

To see your living relatives on your pedigree in Family Tree, you need to enter their information. Only you will be able to see these records.

- Since you cannot use the Search feature to find living relatives, use these options to find a living person whose information you have the rights to see:
  - Display the tree, and navigate to the person.
  - Search for a close relative who has birth or death information, and display the tree. Then navigate to the person that you want to find.

## Information That You Can See from LDS Church Membership Records about Living Individuals

If you are a member of The Church of Jesus Christ of Latter-day Saints, your tree contains some living relatives to whom your Church membership record is connected.

### *Living Relatives You Can See*

You should be able to see the following information from Church membership records:

- The names and genders of your current spouse, parents, grandparents, and other direct ancestors. Prior marriages appear only after you and each prior spouse is dead.
- The names, genders, and birth dates of your children who are younger than 18 years old.
- The names and genders of your children who are more than 18 years old.

If you do not see these individuals, check the following:

- If you do not see your parents, children, or current spouse, your membership record might not be linked correctly to their membership records. If you think that your membership record is incorrect, please work with your membership clerk to correct it.
- If you do not see your living LDS grandparents, your parents' membership records might not be correctly linked to their parents. Your parents need to work with their membership clerk to correct it.

### ***Living Relatives That You Might Not See***

Privacy rules prevent you from seeing information from Church membership records for these relatives:

- Living brothers, sisters, aunts, uncles, and cousins.
- Living in-laws. If your spouse's parents are Church members and are still living, you do not see them because they are not your direct-line ancestors. Your spouse sees them, but you do not.
- Your previous spouses who are still living.

### ***Ordinance Information***

You cannot see ordinance information for any person who is still living, including yourself. Only local priesthood leaders are authorized to provide that information.

## **How Family Tree Displays Living People**

You can identify people who may be living because the word "Living" appears beneath their names instead of a death year.

- In the tree, the word "Living" appears beneath the names instead of a death year.
- On the person's summary card and details page, the word "Living" appears beneath the name instead of a death year.
- On a person's details page, the word "Living" appears in the header instead of a death year. In the Vital Information section, the word "Living" appears instead of a date in the Death field.

## **Rules Used to Determine If a Person May Still Be Living**

The system uses rules to determine whether a person may still be living.

The system considers that a person may be living if both of the following situations apply:

- He or she was born 110 or fewer years ago, married 95 or fewer years ago, or had a child born 95 or fewer years ago.
- The record contains no death information.

**Note:** Any text in the fields for death and burial causes the system to determine that the person is deceased.



# Adding and Correcting Information about People and Relationships

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In Family Tree, you add and correct information about people and the relationships that connect them into families.



As you add or edit information, you follow a general process in which you review the information that has already been entered, including the sources and reason statements that have already been added. If you have more accurate information, you can enter it, explain how you arrived at this conclusion, and attach the sources that you used.

**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.




1. Open the details page of the person whose information you need to add, edit, or delete.
  - a. On the pedigree view or fan chart view, click the person's name.
  - b. On the person's summary card, click **Person**.
2. Make the changes.

**Tip:** Click the **Open Details** link to see all of the available links for making corrections to the information in a section

The following chart lists the types of changes that you can make and provides the first few clicks.

Option	Description
<b>Add the person's gender, birth, christening, death, or burial information.</b>	<ol style="list-style-type: none"> <li>1. Scroll to the Vital Information section.</li> <li>2. Click the  <b>Add</b> link that appears beneath the name of the field.               <p><b>Important:</b> Be sure to select the correct template if you need to enter names in Spanish, Portuguese, Cyrillic, or an Asian language.</p> </li> <li>3. Enter the information, and click <b>Save</b>.</li> </ol>
<b>Add a new piece of information to the Other Information section.</b>	<ol style="list-style-type: none"> <li>1. Scroll to the Other Information section.</li> <li>2. Click the  <b>Add</b> link that appears beneath the Other Information heading.</li> <li>3. Click the type of information that you want to add.</li> </ol>

Option	Description
<b>Edit or delete information that has already been added to the Vital Information and Other Information sections.</b>	<p>4. Enter the information, and click <b>Save</b>.</p> <hr/> <ol style="list-style-type: none"> <li>1. Scroll to where the information is displayed in either the Vital Information or Other Information section.</li> <li>2. Click the information that you want to edit or delete. For example, to edit the birth date, click the birth date.</li> <li>3. To replace the information that is already there with more correct information, click <b>Edit</b>. To remove the information, click <b>Delete</b>.</li> </ol> <p><b>Note:</b> Sometimes, Family Tree does not allow you to edit a person's gender. In these cases, create a new person with the correct gender, and add him or her to the family. You can then remove the person with the incorrect gender from the family.</p>
<ul style="list-style-type: none"> <li>• <b>Add a spouse.</b></li> <li>• <b>Add a child.</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Scroll to the Family Members section. Spouses and children are listed on the left side of this section.</li> <li>2. Click the correct option: <ul style="list-style-type: none"> <li>• To add a new spouse, click <b>+ Add Spouse</b>.</li> <li>• To add a new child, click the <b>+ Add Child</b> option that appears at the bottom of the box that lists the couple's children.</li> <li>• To add a child to that person when you do not know the other parent, click the <b>+ Add Child with an Unknown Father</b> or <b>+ Add Child with an Unknown Mother</b> option. This option appears beneath all of the person's spouses and children.</li> </ul> </li> <li>3. By default, the system shows the screen where you can find a person who is already in the system. If you want to enter a new person instead, click <b>Add Person</b>.</li> </ol>
<ul style="list-style-type: none"> <li>• <b>Add a parent.</b></li> <li>• <b>Add a sibling.</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Scroll to the Family Members section. Parents and siblings are listed on the right side of this section.</li> <li>2. Click the correct option: <ul style="list-style-type: none"> <li>• To add a new parent, click <b>+ Add Parent</b>.</li> <li>• To add a new sibling, click the <b>+ Add Child</b> option that appears at the bottom of the box that lists the couple's children.</li> </ul> </li> <li>3. By default, the system shows the screen where you can find a person who is already in the system. If you want to enter a new person instead, click <b>Add Person</b>.</li> </ol>

Option	Description
<ul style="list-style-type: none"> <li>• <b>Add, edit, or delete a couple's marriage date or place.</b></li> <li>• <b>Unlink a couple.</b></li> <li>• <b>Indicate that a couple had a common-law marriage.</b></li> <li>• <b>Indicate that a couple divorced.</b></li> <li>• <b>Replace an incorrect spouse with a correct one.</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Scroll to the Family Members section, and find the box containing the names of the husband and wife.</li> <li>2. Click the <b>Edit Couple</b> link that is in the box.</li> <li>3. Make your change: <ul style="list-style-type: none"> <li>• If these two people should not be connected as spouses, click <b>Delete Relationship</b>.</li> <li>• If one of the spouses is incorrect, click the incorrect spouse's name, and click <b>Change</b>.</li> <li>• To correct or delete an existing marriage event, click the incorrect marriage event. Then click <b>Edit</b> or <b>Delete</b>.</li> <li>• To add a new event about the marriage, click  <b>Add an Event</b>. You can add marriage, divorce, annulment, and common law.</li> </ul> </li> </ol>
<ul style="list-style-type: none"> <li>• <b>Add, edit, or delete a relationship type to indicate that the relationship was biological, adopted, foster, guardianship, or other.</b></li> <li>• <b>Unlink a child from the parents.</b></li> <li>• <b>Remove an incorrect parent.</b></li> <li>• <b>Replace an incorrect parent with the correct one.</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Scroll to the Family Members section, and find the box containing names of the father and mother.</li> <li>2. If the couple's children do not show up, click the  <b>Children</b> option that is beneath their box.</li> <li>3. Hover your mouse cursor over the name of the child whose relationship information you want to see.</li> <li>4. Click the <b>Edit Relationship</b> link that appears.</li> <li>5. Make your change: <ul style="list-style-type: none"> <li>• If this child should not be connected to either parent, click <b>Delete Relationship</b>.</li> <li>• If one of the parents is incorrect, click that parent's name. If you know the correct parent, click <b>Change</b>. If you do not, click <b>Remove</b>.</li> <li>• To correct the relationship type, click the incorrect relationship type.</li> <li>• To add a new relationship type, click the  <b>Add</b> option that appears for the father or mother.</li> </ul> </li> </ol>

3. As you enter changes, be sure that you do the following:
  - Review the information that has already been entered, especially the reason statements and the sources. Make changes only when you have more accurate information.
  - In the reason field, enter a good explanation for the change.
4. If you have a source, attach it to show that the information is correct.

Family Tree saves your changes, identifies you as the contributor, and updates the change history.

## Why Others Can Change Your Information and How to Prevent Improper Changes

In Family Tree, any user can change almost any piece of information, regardless of whether he or she originally added it. You may be concerned that other people may change your carefully researched and documented information to something less correct.

Family Tree is intended to become a genealogical record that is correct, that contains sources to prove its accuracy, and that endures longer than any of the people that add information to it.

Most contributors do their best to ensure that their information is correct. However, sometimes the records required to prove something are not available. It is possible that future researchers will have access to better records than we do now. We need to allow future researchers the ability to correct and add better information as it becomes available.

It is not always easy to collaborate with other researchers. Evidence may be contradictory. Incorrect family legends are common. Disagreement can arise. Family Tree has several features that are intended to encourage people to provide accurate information and to prevent improper changes:

- The watch feature tells you when changes are made to people. You can then go to that person's record to see the change and analyze the evidence for it.
- The change history feature keeps track of all changes made. You can restore a previous version of information when needed.
- The ability to attach the sources can prove that information is correct.
- Every screen where you can add, edit, or delete information contains a field where you can enter a reason for your change. In this field, you should enter the reasons why you think the information is correct, perhaps in spite of family legend or contradictory source records.

In the future, additional features will be added to increase your ability to track and monitor the changes and resolve any disagreements that may arise about a particular piece of information.

## Reason Statements for Adding, Editing, and Deleting Information

Whenever you add, edit, or delete information about a person in the tree, you should explain the reasons for your change. This reasoning is intended to prevent improper changes and to direct other interested researchers to the sources that prove the information.

In your explanation, include the following types of information, as appropriate to the situation:

- Write clearly. Use complete sentences.
- Avoid using "I" statements (such as "I found that..." or "My research indicates..."). Write in third person (such as "The census shows that..."). This keeps the tone professional and neutral. It also focuses the explanation on the ancestor whose data is being recorded and the sources used to find the information.
- Indicate what information is clearly supported by sources and which is not. For example, if the birth month and year came from a census, say so.
- Identify the sources you used. If possible, you should also attach those sources to the person, and tag the sources so that they appear with the information that they show.

- If the records contain contradictory or incorrect information, explain why you think the version that you added is the most correct in spite of the evidence provided by other records.
- Explain why the information contradicts family stories.
- Explain why the information is correct, even though it may seem illogical.
- If you derived or estimated the information, explain how you reached your conclusion.
- If you are deleting information, explain why the information you are deleting is not correct and why it should be deleted instead of corrected.
- Point out relevant discussions.
- If you are unsure, ask someone to read what you have written to make sure that you communicated your reasons clearly.

The reason fields are not the place to hold a dialog or debate with other users. Do not use them to post questions or requests for information. If an issue needs to be discussed or if you need to request additional information, use the Discussions feature rather than a reason field.

## Restricted Records

In Family Tree, a restricted record is one that cannot be edited or deleted or have relationships added to it.

The most common reason a record is restricted is to protect the privacy of people who are or might be living. Basically, people are considered to be living unless there is death information in the record or else 110 years have passed since their birth. Other records are restricted because all changes must be made only through authorized processes.

If you notice these problems, you may be working with a restricted record:

- The changes you make to a record cannot be saved. You may notice this when you try to edit, delete, or add information.
- In the change history, the latest changes to a record are not available.
- You cannot attach sources to a person or the relationships that he or she is part of.
- A record cannot be merged with a duplicate.

## Building Your Tree

### Starting with a Blank Family Tree

If your tree has fewer than two generations of ancestors (you, your parents, and your grandparents), Family Tree can guide you through the process of entering that information.

1. Sign in to FamilySearch.org, and click **Family Tree**.
2. From the pedigree view, click **Start Here**.  
A box appears for your father. If he is not already in Family Tree, there are fields in which you can enter information about him. If he is already in Family Tree, you see the information it contains about him.
3. Enter the requested information for the person indicated on the screen.  
If you do not know some of the information, leave the fields blank. If you do not know any of the information, leave all the fields blank.

If you indicate that a person is living, only you will be able to see that information in Family Tree. This helps protect the privacy of living people.

4. To enter information about the next person, click **Next**.

When you have entered or reviewed all of the information for your parents and grandparents, the pedigree view appears and displays the newly entered information.

## Adding a New Person to Your Existing Tree

If you find that a person is missing from the tree, you can add him or her. Although Family Tree is primarily a tool for recording information about deceased ancestors, you sometimes also need to add living people to Family Tree.


**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

Mostly you should add deceased ancestors to Family Tree. Adding living people is useful when you need to do these types of tasks:

- Connect yourself to your deceased ancestors. If your tree is blank or nearly blank, you probably need to add some living people before you can link yourself to your deceased ancestors. For example, you may need to add your parents so that you can connect to your deceased grandparents.
- Print information to share with living family.

**Tip:** These instructions explain how to add a new person, starting from a family member's details page. You can also add a new person by clicking **Tree**, and then find the place where that person should appear. An **Add...** link appears on the tree instead of the name. To add the missing person, click the **Add...** link, and start with step 4.

1. Open the details page of someone in the person's family.
  - a. On the pedigree view or fan chart view, click the person's name.
  - b. On the person's summary card, click **Person**.
2. Scroll down to the Family Members section.
3. Click the appropriate link to add the person:
  - To add a spouse or another spouse, click **Add Spouse** (located at the top of the Spouses and Children section).
  - To add a child with another, unknown parent, click **Add Child with an Unknown Parent**. This link is located beneath all of the person's spouses and children. You may need to scroll down to see it.
  - To add a parent, click **Add Parent** (located at the top of the Parents and Siblings section).
  - To add the person's child, click the **Add Child** link that is located in the box that appears beneath the person and his or her spouse.

**Tip:** The Add Child links appear at the bottom of the box that lists a couple's children. If the list of children is not displayed, click  **Children**.

- To add the person's sibling, click the **Add Child** link that appears beneath the person's parents.

The Add or Find Person page appears.

**Note:** By default the screen to find a person who is already in Family Tree appears.

4. Click **Add Person**.

Fields appear in which you can enter the person's name, gender, birth, and death information.

The screenshot shows the 'Add or Find Person' interface. At the top, there are three tabs: 'Add Person' (selected), 'Find Person', and 'Find by ID Number'. Below the tabs, the 'Template' is set to 'Standard'. The form contains several input fields: 'Title', 'First Names', 'Last Name', and 'Suffix' (all with placeholder text); 'Gender' with radio buttons for 'Male', 'Female' (selected), and 'Unknown'; 'Date of Birth' (with placeholder text); 'Birthplace' (with placeholder text); 'Date of Death' (with placeholder text); and 'Place of Death' (with placeholder text). At the bottom, there are three buttons: 'Continue' (blue), 'Clear', and 'Cancel'.

**Note:** Add as much information as you know. More information helps distinguish this person from others who have similar names or who lived at the same time or in the same place.

5. (Required) Enter the person's name.

Enter the person's main name. This is generally the complete name that he or she was given at birth. You can add other versions of the name, such as nicknames or married names, later as alternative names.

Templates allow you to enter the person's name

- a. If the template that you want to use is not already showing, click the **Template** drop-down list, and select the template that you need to use.

Use the standard template unless you need to enter names in Spanish, Portuguese, Cyrillic, or an Asian language.

- b. (Optional) In the Title field, enter the person's title if he or she had one.  
Titles include titles used for nobility, clergy, military ranks, professional affiliations, and scholastic achievements. Examples include duke, bishop, captain, or Dr.

- c. Enter the first, middle, and last names in the appropriate fields.

For a married woman, enter her maiden name if you know it.

- d. (Optional) In the Suffix field, enter terms like junior, senior, or other words that appear after the name.

You must enter at least a first or last name.

- If you do not know a mother's or wife's name, enter the husband's last name. Do not enter a first name. Do not enter "Miss" or "Mrs" in any of the name fields.
- For a husband with an unknown name or a child who died without receiving a name, enter only the father's last name. Do not enter a first name. Do not enter Mr., Miss, son, or daughter. Be sure that the gender is correctly entered as male or female if you know it.

6. (Required) Select the gender.

The gender is preselected if you are entering a person whose gender is assumed based on his or her relationship to others. For example, **Male** is preselected when you enter a person's father.

7. Enter the birth date and place-name.

If you do not know an exact date, you can enter one of the following words along with the date:

**About**  
**Before**  
**After**

8. (Required) Indicate whether the person is living or deceased.

If you select **Living**, only you will be able to see this person in Family Tree.

9. If the person is deceased, enter the death date and place.

If you need to add other information about the person, finish entering the person's information on this page. After you have finished adding the person, display his or her details page, where you can add more information:

- In the Vital Information section, you can add dates and places of christening and burial.
- In the Other Information section, you can add many types of information, such as occupation, religious affiliation, and so forth. This is also where you can enter information that indicates a child was stillborn.

10. Click **Continue**.

You are returned to the details page of the person that you started from. If you started from the tree instead of a details page, you are returned to the tree.



11. If you have a source, attach it to show that the information is correct.

The person is added to the tree. If you entered a living person, remember the following items:

- Only you can see the living person's information. Not even the person the record is about can see it.
- You cannot use the Family Tree search feature to find living people.


## Finding a Person Who Is Already in the Tree and Linking Him or Her into Your Family Line

You may find that a person is missing from your family line. If that person is already in the tree somewhere, you can link that existing person into your family line rather than having to reenter the information.

**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

**Tip:** These instructions explain how to link in a new person, starting from a person's details page. You can also link in a new person by clicking **Tree**, and finding the place where that person should appear. An **Add...** link appears on the tree instead of the name. To link in the missing person, click the **Add...** link, and start with step 4, below.

1. Open the details page of the person whose family member is missing.
2. Scroll down to the Family Members section.
3. Click the appropriate link to add the person:
  - To add a spouse or another spouse, click **Add Spouse**.
  - To add a child with another, unknown parent, click **Add Child with an Unknown Parent**. This link appears beneath all of the person's spouses and children. You may need to scroll down to see it.
  - To add a parent, click **Add Parent**.
  - To add the person's child, click the **Add Child** link that appears in the box that appears beneath the person and his or her spouse.

**Tip:** The Add Child links appear at the bottom of the box that lists a couple's children. If the list of children is not displayed, click  **Children**.

- To add the person's sibling, click the **Add Child** link that appears beneath the person's parents.
4. Find the person:
    - If you know the name and other information, click **Find Person**, and enter what you know.
    - If you know the ID number, click **Find by ID Number**, and enter the number.

5. Click **Search**.

6. If the right person appears on the search results, click **Select**.

**Tip:** If you are unsure, click the name to see the ancestor card.

7. If the right person does not appear on the search results, you can add him or her:

- a. Click **Add**.  
The information that you entered onto the search screen appears in the fields.
  - b. If needed, add to or change the information that is in the fields.
  - c. Click **Continue**.
8. If you have a source, attach it to show that the information is correct.

You are returned to the details page of the person that you started from. If you started from the tree instead of a details page, you are returned to the tree. The person is linked into the tree.

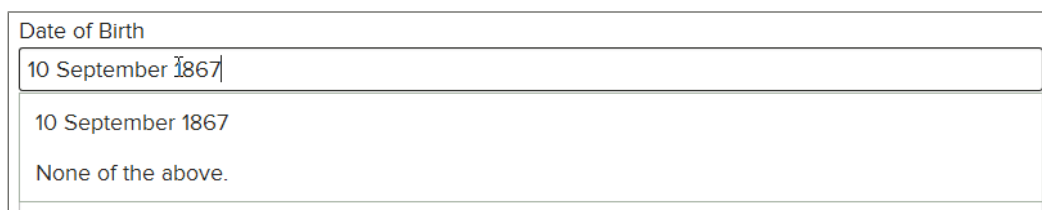
## Entering Standardized Dates and Places

When you enter dates and place-names, Family Tree helps you select a standardized place. Using standardized dates and places helps clarify the information that you enter. It also helps the system locate people with the Find feature.

You can enter place-names in your native language. However, the database that standardizes place-names is not yet complete. If the system does not have a standardized place-name for the place that you enter, select as specific a standardized place as you can, even if it is only the district, province, or country name. The standards will improve over time.

**Tip:** If you type dates as all numbers, it is very important that you select a standardized date. For example, 6/7/1890 can mean 6 July 1890 or 7 June 1890, depending on where you live in the world. If you do not select a standard, the system shows both possible dates. You can avoid this confusion by either selecting a standard or by typing out the name of the month instead of using numbers.

1. Begin typing the date or place.  
If Family Tree cannot identify the date or place that you mean, a drop-down list of standardized dates and places appears.



The screenshot shows a web form with a label "Date of Birth" above a text input field. The input field contains the text "10 September 1867". Below the input field, a dropdown menu is open, displaying three options: "10 September 1867", "None of the above.", and a partially visible "10 September 1867".

2. Select the correct option:
  - If you want the system to use only the standardized date or place, click the standard date or place in the drop-down list. The standard replaces what you entered.
  - If you want the system to keep exactly what you entered, select **None of the Above**. This option appears at the bottom of the list of standard dates or places.

The standardized date and place appears beneath the field. If the Family Tree can apply a standard, it does so, even if you did not choose an option from the drop-down list.

Date of Death
29 Sep 1860
Standard: 29 September 1860
Place of Death
Idaho Falls, Bonneville, Idaho
Standard: Idaho Falls, Bonneville, Idaho, United States

3. If you want to include extra information that does not appear in the standardized place, such as the name of a hospital, cemetery, or church where the event took place, do the following:
  - a. Begin typing the place as you want it to appear.  
As you type, the system displays the closest matches in the drop-down list of standardized places.

Place of Burial
Daniel Wood Cemetery, West Bountiful, Davis
West Bountiful, Davis, Utah, United States
West Bountiful, Davis, Utah Territory, United States
None of the above.

- b. Type the final part of the place as it appears in the standardized place.

Place of Burial
Daniel Wood Cemetery, West Bountiful, Davis, Utah, United States
Standard: West Bountiful, Davis, Utah, United States

The system now displays the place you typed and the standardized place.

- c. Instead of clicking the standardized place, click somewhere else on the screen.  
The system leaves the place as you typed it but connects the place with the standardized place.

**Tip:** Connecting with the standardized place makes it easier for other people who use the Find feature to find this person. If they look for a name and a place, the system can match the place they enter with the standardized place.

## Entering Characters from the World's Languages

If your computer and keyboard are set up to enter the characters that you need, enter them as you normally would. If they are not, then you will have to use the Character Map feature of your operating system.

You can add diacritics and special characters such as í, ü, ç, ß, and æ that are used in languages that use the Roman alphabet, such as Spanish, German, Swedish, and other European languages. You can also enter the characters used in Chinese, Japanese, Korean, Greek, Russian, and other languages.

**Note:** These instructions work on a Windows operating system. If you are using a different operating system, please check the instructions that came with your operating system.

1. Click the Windows **Start** button.
2. Select **Programs**, then **Accessories**, then **System Tools**, and then **Character Map**.
3. Click the character that you want to add. If you do not see the character, select a different font, such as Andale or Tahoma.
4. Click **Select**.
5. Click **Copy**.  
The character is copied into the Windows clipboard.
6. Place the cursor in the field where the character should go.
7. In your browser, select **Edit**, and then **Paste**.

The character is entered into the field.

## Searching for Records from a Person's Details Page

On a person's details page, you can search for historical records (like census records or birth records) for that person with one click. The system uses the person's name and information to search all the records and user submitted genealogies on FamilySearch, and then displays all the records it finds. The records can help you find more information and people to add to your tree.

1. Go to a person's details page.
  - a. On the pedigree or fan chart view, click the person's name.
  - b. Click **Person**.
2. On the right side, under Research Help, click **Search Records**.  
FamilySearch searches and displays all the records it finds.
3. To see the information in a record, click the person's name.  
Use the information to determine if the record is about your ancestor. Read the record to see if it has more people or information that you can add to your tree.  
You can use the links on the page to do several things:
  - If the record is for your ancestor, to attach the record to Family Tree, click **Attach to My Family Tree**.
  - To add the source to your source box, click **Add to My Source Box**.
  - To share the record through social media, click **Share**.
  - If an image is available online, to view the digital image, click the **View Image** button on the right side of the page.
  - To download the image to your computer, click **Save image**.
  - To view the other search results, click **Back to Search Results**.
4. On the Search Results page, to find User Submitted Genealogies for the person, scroll to the bottom of the page.

5. If you want to search for more records, on the left side of the Search Results page, change the information for the person, and click **Search**.

**Tip:** Searching with different information can help you find more records. For example, searching for a woman's maiden name may find records that were made before she was married. Searching for her married name may find records that were made after she was married.

## Correcting, Adding to, and Deleting Information about People Who Are Already in Family Tree

### Correcting Information about a Person

You can correct information that is in a person's Vital Information and Other Information sections.

You can edit the information of any person in Family Tree. Family Tree keeps track of all of the changes made to a person in a change history. If someone makes a change that you do not agree with, you can use this list to restore a previous version of the information. You can undo changes made to any person, regardless of whether you entered the information or made the change.

- If possible, attach a source that shows your information is correct.
- Every time you make a change, you can enter a detailed reason that explains why you believe the information that you entered is correct.

You can edit a person's gender if he or she is not linked into a relationship that implies a gender. For example, if the person is linked to another person as a mother, you cannot change the gender to male.

**Note:** If you need to correct a person's gender, and Family Tree prevents you from making the correction, create a new person with the correct gender and add him or her to the family.

1. Open the person's details page.
2. Click the information that you want to change.  
A box with more details about this information appears.

Name

Sarah Moulton

Edit | Close

Reason This Information Is Correct

All primary sources for Sarah Moulton indicate her name is Sarah Moulton and do not include a middle name. Those sources include her christening record in Irchester in 1837, immigration records, emigration records, her marriage in the Salt Lake City 14th ... [More](#)

Modified | History

5 June 2012 by

Sources | Tag 0

3. Review the existing information, especially the field containing the reasoning.

4. If you still want to make a change, click **Edit**.  
The fields appear.

Name | Template: [Standard](#) ▼

Title	First Names	Last Name	Suffix
Title	Sarah	Moulton	Suffix

Reason This Information Is Correct

All primary sources for Sarah Moulton indicate her name is Sarah Moulton and do not include a middle name. Those sources include her christening record in Irchester in 1837, immigration records, emigration records, her marriage in the Salt Lake City 14th Ward, and her sealing in the Endowment House.

Modified  
5 June 2012 by [j. m. m. m.](#)

[Save](#) [Cancel](#)

**Note:** If the person's name has been entered using multiple templates, such as with both Russian and Thai templates, you see all of the fields from all of the templates that were used. To delete one of the languages, delete the characters from the appropriate field, and save the change. For example, if the name was entered in Russian, Roman, and Thai, and the Russian is not needed, you would delete all of the text from the Russian fields, and save the name.

5. Make your changes, including a reason to explain why this information is correct.  
**Tip:** If the existing reasoning is applicable, leave the existing explanation, and add your own comments to it.
6. When you are finished, click **Save**.
7. To close the details box, click
8. If you have a source, attach it to show that the information is correct.

## Changing a Person's Living or Deceased Status

To change a person's status as living or deceased, you edit the person's death information. If you are changing the status from deceased to living, a system administrator must review and approve the change.

1. Open the person's details page.
2. In the Vital Information section, click the person's death information.
3. Click **Edit**.

☒ Living   ☐ Deceased

Date of Death

Place of Death

Reason This Information Is Correct  
 Explain why you feel this information is correct.

Modified

4. To change a person's status from living to deceased, follow these steps:
  - a. Click **Deceased**.
  - b. Enter the death date and place, if you know them.
  - c. Enter a reason explaining how you know that the person is deceased.
  - d. Click **Save**.
  - e. (Recommended) Scroll down to the Sources section, and attach a source that validates the death information that you entered.
5. To change a person's status from deceased to living, follow these steps:
  - a. Click **Living**.
  - b. Enter a reason explaining how you know that the person is living. Include the person's current address if you know it.
  - c. Click **Save**.  
A message appears in which you can add an explanation for the system administrator, who will review and approve this change.

Request to Mark Person as Living Close

You are attempting to change this person's status from deceased to living. This status change needs to be reviewed. Until that review occurs, this person will be shown as deceased. When the status change is approved, you will be notified by e-mail at [27364646@familysearch.org](mailto:27364646@familysearch.org).

- d. Enter the explanation.
- e. Click **Submit**.  
A screen appears that lists the case number of your request.



- f. Write down the case number and any pertinent details that you will need later to remember the case.

If you want to check on the status of your request, click the **Feedback** link in the footer of FamilySearch.org. Then click **My Cases**.

A change request is sent to the FamilySearch system administrators. If a person's record is changed from deceased to living, the FamilySearch Privacy Policy may prevent you from seeing the person's record in Family Tree. If you want the person to show on your pedigree, add the person back into the tree.

## Correcting Church Membership Records of Living People

Some information about living people may come from Church membership records. If this information is incorrect, you must contact the ward or branch clerk to have the information corrected.

To see if the incorrect information came from a Church membership record, go to the living person's details page, and click the information. If the information is from a membership record, below the information you will see "by LDS Church Membership."

- If you find incorrect information about you or immediate family members who live with you, have your own ward or branch clerk correct the membership records.

**Important:** Do not request changes to membership records of living people through the FamilySearch website. If your clerk has trouble correcting your record, he can refer to the Church's Customer Service line for clerks.


- If you find incorrect information about a living family member who does not live with you, let the family member know. The family member will need to contact his or her clerk to correct the membership record.

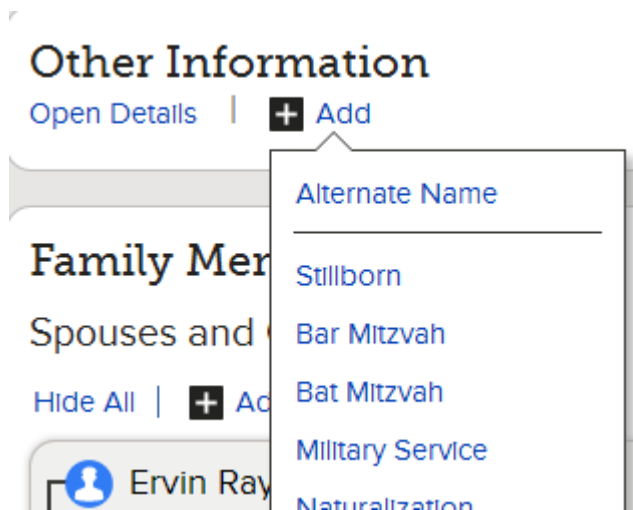
When a clerk corrects a Church membership record, the corrections are automatically added to Family Tree.



## Adding More Information about a Person Who Is Already in Family Tree

In Family Tree, you can add the person's name, gender, birth and christening information, and death and burial information. You can also enrich the record by adding information such as alternate versions of the person's name or the person's occupation, naturalization, military service, titles of nobility, and so forth.

1. Open the person's details page.
2. If you want to add a new event to the Vital Information section, follow these steps:
  - a. Click the **Add...** link for the information.  
Fields appear where you can add the information.
3. If you want to add new information to the Other Information section, follow these steps:
  - a. In the Other Information section, click  **Add**.



- b. Click the event that you want.  
The fields in which you enter information appear.

4. Enter the information, including a reason to explain why this information is correct. If you are adding an alternate name, you can select the type of name that you are entering.
5. When you are finished, click **Save**.
6. If you have a source, attach it to show that the information is correct.

## Adding a Custom Event or Fact to a Person

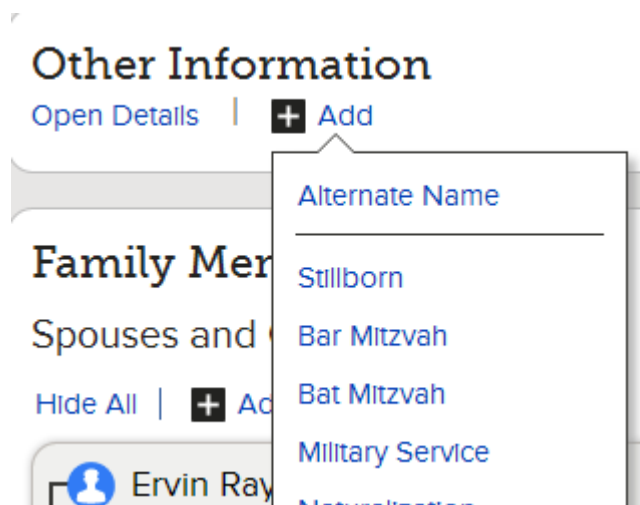
If Family Tree does not provide a field for the type of information that you want to add, you can add your own custom fields for it.

Custom events are especially helpful if they meet the following criteria:

- The information is significant.
- The information helps distinguish the person from other people with similar names.
- The information is helpful for identifying the person in records.

You can add custom events and custom facts for deceased people.

1. Open the person's details page.
2. Scroll down to the Other Information section.
3. Beneath the Other Information heading, click **+ Add**.



4. From the list of options, click the appropriate option:

- Click **Custom Event** if you need date and place fields.
- Click **Custom Fact** if you do not need date and place fields.

You may need to scroll down to see these options.

The fields in which you enter information appears.

Custom Event

Title

Description

Description

Custom Event Date


Custom Event Date

Custom Event Place

Custom Event Place

Evidence and Analysis

Explain why you feel your conclusion is correct

Modified 9 January 2012 by  [\[Name\]](#)

Save

Cancel

5. Enter the information, including your analysis about why this information is correct.

In the Title field, enter a label for the field. For example, if you are entering information about a person's missionary service, you might enter the word **Mission** in the Title field.

6. When you are finished, click **Save**.
7. If you have a source, attach it to show that the information is correct.


## Types of Information That You Can Add about a Person

A person's details page can contain many different types of information, or "fields," in which you can enter information about him or her. For some types of information, a person's details page can contain only one version of this information. For other types of information, a person's details page can contain multiple versions of that information.

### Vital Information Section

Field	Purpose	Are Multiple Versions Allowed?
Name	The name given to this person at his or her birth, or the main name that the person used throughout his or her life.  <b>Important:</b> Be sure to select the correct template if you need to enter names in Spanish, Portuguese, Cyrillic, or an Asian language.	No
Gender	Male, female, or unknown	No
Birth	The date and place that the person was born.	No
Christening	The date and place that the person was baptized as an infant.	No
Death	The date and place that the person died.	No
Burial	The date when and place where the person was buried. If a person was not buried, you can do one of the following: <ul style="list-style-type: none"> <li>• Add a Cremation event to the Other Information section.</li> <li>• Add a custom event for burial at sea and other types of interment.</li> </ul>	No

### Other Information Section

To add one of these events or facts to a person's record, click the  **Add** link that appears beneath the Other Information heading.

Field	Purpose	Are Multiple Versions Allowed?
Alternate Name	Other names by which this person was known, such as a nickname.	Yes
Stillborn	The date and place that an infant was born dead.	No
Bar Mitzvah	The date and place where a Jewish boy had his bar mitzvah ceremony.	No
Bat Mitzvah	The date and place where a Jewish girl had her bat mitzvah ceremony.	No
Military Service	The details of a person's service in a country's armed forces.	Yes
Naturalization	The details about where and when a person became a citizen of a different country.	Yes
Residence	The dates and address where a person lived.	Yes
Affiliation	The date and place that a person was affiliated with a secular organization.	Yes
Religious Affiliation	The date and place that a person was a member of a religious organization.	Yes
Title of Nobility	A word that describes the person's position within the noble class of a country.	Yes
Occupation	How a person earned a living.	Yes
Cremation	The date and place that a person's body was burned after his or her death.	No
Custom Event	The date and place that something happened to the person that Family Tree does not provide a field for.  <b>Note:</b> You can add custom events for deceased people.	Yes
Caste Name	The name of the caste that the person belonged to.	Yes
Clan Name	The name of the clan that the person belonged to.	Yes
National Identification	The number used to identify a person for government purposes. In the United States, this might be a Social Security Number.	Yes
National Origin	The country where this person was born.	No
Physical Description	What the person looked like.	No

Field	Purpose	Are Multiple Versions Allowed?
Race	A person's ethnic group.	No
Tribal Name	The name of the tribe that the person belonged to.	Yes
Custom Fact	Information about the person that the Family Tree does not provide a field for. <b>Note:</b> You can add custom facts for deceased people.	Yes

## Deleting Information about a Person

If a person's details page contains an event or fact that should not be there, you can delete it. You can delete information, regardless of whether you added it.


You cannot delete the following types of information about a person:

- The name. You can, however, delete alternate names.
- The gender.
- Birth information.
- The indicator for living or deceased. You can, however, delete the death date and place.

1. Open the person's details page.
2. Click the information that you want to delete.  
A box that contains the information and its reasoning appears.


Burial

[5 May 1885](#)  
[Salt Lake City, Salt Lake, Utah, United States](#)

[Edit](#) | [Delete](#) | [Close](#) 

Modified | [History](#)

9 January 2012 by [John A. T. Jones](#)

[Sources](#) | [Tag](#) 

3. Review the existing information, especially the field containing the reasoning.
4. If you still want to delete the information, click the **Delete** link that is in the box.  
If the box does not contain a Delete link, it means that the information cannot be deleted.
5. In the field for the reason, explain why you are deleting the information.
6. Click **Delete**.
7. If you have a source, attach it to show that the information is correct.

# Correcting, Adding to, and Deleting Relationship Information

## Relationships

In Family Tree, relationships connect people into families. There are two types of relationships: couple relationships and parent-child relationships.

### *Couple Relationships*

Couple relationships connect a man and woman as husband and wife.

The couple relationship contains the following information:

- The identities of the man and woman in the relationship.
- The marriage date and place.
- The date and place of a couple's divorce or annulment.
- Whether the marriage was a common-law marriage.
- Sources that provide evidence about the creation or ending of the relationship.

Go to: John Bennett Hawkins | Sarah Moulton

John Bennett Hawkins  
1825-1898

Sarah Moulton  
1837-1885

**COUPLE**

Husband  
John Bennett Hawkins

Wife  
Sarah Moulton

**EVENTS**

Add an Event

Marriage  
5 December 1856  
Salt Lake City, Salt Lake, Utah, United States

Marriage  
16 July 1857  
Salt Lake City, Salt Lake, Utah, United States

**SOURCES**

Open Details | Create a New Source | Go to Source Box

1857 Utah Sealing, John Bennett Hawkins & Sarah Moulton

1856 Utah Marriage, John B. Hawkins & Sarah Moulton

**TOOLS**

Delete Relationship

**LATEST CHANGES**

Couple Event Changed  
13 September 2012  
by jenniferc...

Couple Event Removed  
13 September 2012  
by jenniferc...

Couple Event Added  
7 September 2012  
by jenniferc...

Show all

### *Parent-Child Relationships*

Parent-child relationships connect children to parents. A child has a parent-child relationship to the mother and a separate relationship to the father.

The parent-child relationship contains the following information:

- The identities of the child and all of the parents that he or she is connected to.

- The relationship type. The “relationship type” specifies how a child and parent are related. By default, the system uses “Biological” as the relationship type. You can change that relationship type to adopted, step, guardianship, or other.

A child has a relationship type for the relationship to the father and a relationship type for the relationship to the mother. This lets you indicate, for example, that a child had a step relationship to the father and a biological relationship to the mother.

Each parent-child relationship can have more than one relationship type. This lets you indicate, for example, that a child first had a step relationship to a parent and was then adopted later on.

- Sources that provide evidence about the creation of the relationship.

Go to: John Bennett Hawkins | Sarah Moulton | William Moulton Hawkins

William Moulton Hawkins  
1858-1858

John Bennett Hawkins  
1825-1898

Sarah Moulton  
1837-1885

**FATHER**

Name  
John Bennett Hawkins

Relationship Type  
Add  
Biological

**MOTHER**

Name  
Sarah Moulton

Relationship Type  
Add  
Biological

**CHILD**

Name  
William Moulton Hawkins

**SOURCES**  
Create a New Source | Go to Source Box

**TOOLS**  
Delete Relationship

**LATEST CHANGES**  
Father Relationship Type Added  
26 June 2012  
by FamilySearch

Mother Relationship Type Added  
26 June 2012  
by FamilySearch

Father Added  
26 June 2012  
by FamilySearch

Show all

## Brother and Sister Relationships

In Family Tree, brothers and sisters do not have a specific relationship. Instead, they are known to be related because they all have parent-child relationships to the same parents.

## Adding, Editing, and Deleting a Couple’s Marriage Information, Including Divorce Information

You can add the date and place of a couple’s marriage. You can also indicate that the couple had a common-law marriage, that they divorced, or that the marriage was annulled. If a couple’s marriage information is wrong, you can edit it or delete it.

**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, click **your username** in the upper-right corner of the



screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

1. Open the person's details page.
2. Scroll down to the Family Members section.

The marriage date and place appears in the box that shows the names of each couple.

### Family Members

Spouses and Children

[Hide All](#) | [+ Add Spouse](#)

John Bennett Hawkins

1825-1898 • KWNK-3BW

Sarah Moulton

1837-1885 • KWNK-3B7

Married

5 December 1856

Salt Lake City, Salt Lake, Utah, United S...

Edit Couple

Children (10)

William Moulton Hawkins

1858-1858 • KWW3-QB2

Sarah Ann Hawkins

1859-1919 • KWWJ-ZV8

Mary Eliza Hawkins

1861-1942 • KWCQ-J8Y

John Moulton Hawkins

1865-1908 • KWNX-F73

Eliza Jane Hawkins

1869-1869 • KWW3-QBF

Esther Emily Hawkins

1869-1941 • KWC8-LYG

Julia May Hawkins

1871-1953 • KWCW-CWQ

Emma Amelia Hawkins

1874-1875 • KWW3-QBJ

Thomas Ernest Moulton Hawkins

1877-1955 • KWC6-4MS

Della Maud Hawkins

1881-1926 • KWW3-QBP

[+ Add Child](#)

[+ Add Child with an Unknown Father](#)

Parents and Siblings

[Hide All](#) | [+ Add Parent](#)

Thomas Moulton

1810-1892 • KWJW-6FT

Esther Marsh

1802-1839 • LC5W-PKB

Married

1833

Edit Couple

Children (2)

Susan Moulton

1834-1836 • LZLR-D5P

Sarah Moulton

1837-1885 • KWNK-3B7

[+ Add Child](#)

3. Click the **Edit Couple** link that appears in the box that contains the couple's name and marriage information.  
The Couple Relationship page appears.

Go to: [John Bennett Hawkins](#) | [Sarah Moulton](#)

John Bennett Hawkins  
1825-1898

Sarah Moulton  
1837-1885

**COUPLE**

Husband  
John Bennett Hawkins

Wife  
Sarah Moulton

**EVENTS**

[Add an Event](#)

Marriage  
5 December 1856  
Salt Lake City, Salt Lake, Utah, United States

Marriage  
16 July 1857  
Salt Lake City, Salt Lake, Utah, United States

**SOURCES**

[Open Details](#) | [Create a New Source](#) | [Go to Source Box](#)

1857 Utah Sealing, John Bennett Hawkins & Sarah Moulton

1856 Utah Marriage, John B. Hawkins & Sarah Moulton

**TOOLS**

[Delete Relationship](#)

**LATEST CHANGES**

Couple Event Changed  
13 September 2012  
by [John Bennett Hawkins](#)

Couple Event Removed  
13 September 2012  
by [John Bennett Hawkins](#)

Couple Event Added  
7 September 2012  
by [John Bennett Hawkins](#)

[Show all](#)

4. If you want to edit or delete a marriage event that is already on the record, follow these steps:
  - a. Click the event.  
A box that contains the information and its reasoning appears.

**Marriage**

5 December 1856

Salt Lake City, Salt Lake, Utah, United States

Reason This Information Is Correct  
John and Sarah were married soon after Sarah arrived in Salt Lake valley. They were married by Bishop Hoagland of the Salt Lake City 14th ward on 5 December 1856. This data can be found in the Salt Lake City 14th Ward recording book.

Modified  
9 July 2012 by [John Bennett Hawkins](#)

[Edit](#) | [Delete](#) | [Close](#)

- b. Review the existing information, especially the field containing the reasoning.
  - c. If you want to delete the information, click **Delete**. In the box that appears, enter the reason why you are deleting the information, and click **Save**. Skip the remaining steps.
  - d. If you want to edit the information, click **Edit**, and continue with step 6.
5. If you want to add a new marriage event, click **Add New Event**.  
Fields appear where you can enter the information.

The screenshot shows a web form for adding or editing a marriage event. At the top, a dropdown menu is set to "Marriage". Below it, the "Date" field contains "5 Dec 1856", with a green bar below showing the "Standard: 5 December 1856". The "Place" field contains "Salt Lake City, Salt Lake, Utah, United States", with a green bar below showing the "Standard: Salt Lake City, Salt Lake, Utah, United States". A text area labeled "Reason This Information Is Correct" contains the text "Explain why you feel this information is correct." At the bottom, it says "Modified 18 May 2012 by [user name]" and has "Save" and "Cancel" buttons.

6. In the drop-down list, select the type of marriage event.

The screenshot shows a dropdown menu with the following options: "Marriage", "Annulment", "Common Law", "Divorce", and "Marriage". The "Marriage" option at the bottom is highlighted in blue.

- Select **Marriage** if the couple participated in a ceremony or ordinance in which a man and woman are united as husband and wife.
- Select **Common Law** if the couple's marriage was created by mutual consent and public behavior (such as living together as husband and wife) rather than with a formal ceremony.
- Select **Divorce** to record the date and place when a couple's marriage ended legally.
- Select **Annulment** if the couple's marriage was canceled with a decree that states that the marriage was never valid.

A couple can have more than one marriage event (such as Common Law and Marriage and Divorce) and more than one marriage event of the same type (such as more than one Marriage).

7. Enter the date and place.  
 8. Enter a reason that explains how you know that the information is correct.

**Tip:** When you edit an existing event, if the existing reasoning is applicable, leave the existing explanation, and add your own comments to it.

9. When you are finished, click **Save**.  
 10. To display the details of a person in this relationship, use the **Go to** links that are located beneath the FamilySearch tree logo.  
 11. If you have a source, attach it to show that the information is correct.

## Adding, Changing, and Deleting Relationship Types between Parents and Children

The “relationship type” specifies how a child and parent are related. By default, the system uses “Biological” as the relationship type. You can change that relationship type to adopted, step, guardianship, or other. You can also add more than one relationship type and delete relationship types.

**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

1. Open the details page of the child, father, or mother.
2. Scroll down to the Family Members section.  
The marriage date and place appear in the box that shows the names of each couple.
3. Hover your mouse cursor over the child whose parent-child relationship you want to see.  
An Edit Relationship link appears.

**Family Members**

**Spouses and Children**

[Hide All](#) | [+ Add Spouse](#)

**John Bennett Hawkins**  
1825-1898 • KWNK-3BW

**Sarah Moulton**  
1837-1885 • KWNK-3B7

Married  
5 December 1856  
Salt Lake City, Salt Lake, Utah, United S...

[Edit Couple](#)

**Children (10)**

**William Moulton Hawkins**  
1858-1858 • K WV3-QB2

[Edit Relationship](#)

**Sarah Ann Hawkins**

4. Click the child's **Edit Relationship** link.  
The Parent-Child Relationship page appears.
5. If you want to edit or delete a relationship type that is already listed, follow these steps:
  - a. Click the relationship type.  
For example, click **Biological**.  
A box appears that contains the information and the contributor's reasoning for why it is accurate.
  - b. Review the existing information, especially the field containing the reasoning.
  - c. If you want to delete the relationship, click **Delete**. In the box that appears, enter the reason why you are deleting the relationship, and click **Save**. Skip the remaining steps.
  - d. If you want to edit the relationship type, click **Edit**, and skip to step 7.  
A box in which you can enter the information appears.
6. If you want to add a new relationship type, click **Add New Relationship Type**, and continue with the next step.  
A box in which you can enter the information appears.

The screenshot shows a form for editing a relationship. At the top, there is a drop-down menu with "Biological" selected. Below this is a "Date" field with a placeholder "Date". Underneath is a text area labeled "Reason This Information Is Correct" with the prompt "Explain why you feel this information is correct." At the bottom, there is a "Modified" section showing "Today by: [user name]". At the very bottom are two buttons: "Save" (in blue) and "Cancel" (in light blue).

7. From the drop-down list, select the type of relationship:
  - Select **Adopted** if the parent legally adopted the child.
  - Select **Biological** if the relationship is biological.
  - Select **Guardianship** if the relationship was created through fostering or other arrangements made for a child's care when the biological parents could or would not care for the child.
  - Select **Step** if the relationship was created when the child's biological parent married someone other than the other biological parent.
8. (Optional) Enter the date when the relationship was established.  
You can enter a date for all relationship types except biological. It is assumed that a biological relationship was created at the child's birth.  
For example, for an adoption, you could enter the date when the adoption was finalized. For a step relationship, you could enter the date when the child's biological parent married the step-parent.

9. Enter a reason that explains how you know that the information is correct.

**Tip:** When you edit an existing event, if the existing reasoning is applicable, leave the existing explanation, and add your own comments to it.

10. When you are finished, click **Save**.
11. To display the details of a person in this relationship, use the **Go to** links that are located beneath the FamilySearch tree logo.
12. If you have a source, attach it to show that the information is correct.

## Removing a Person from a Family (Deleting Relationships)

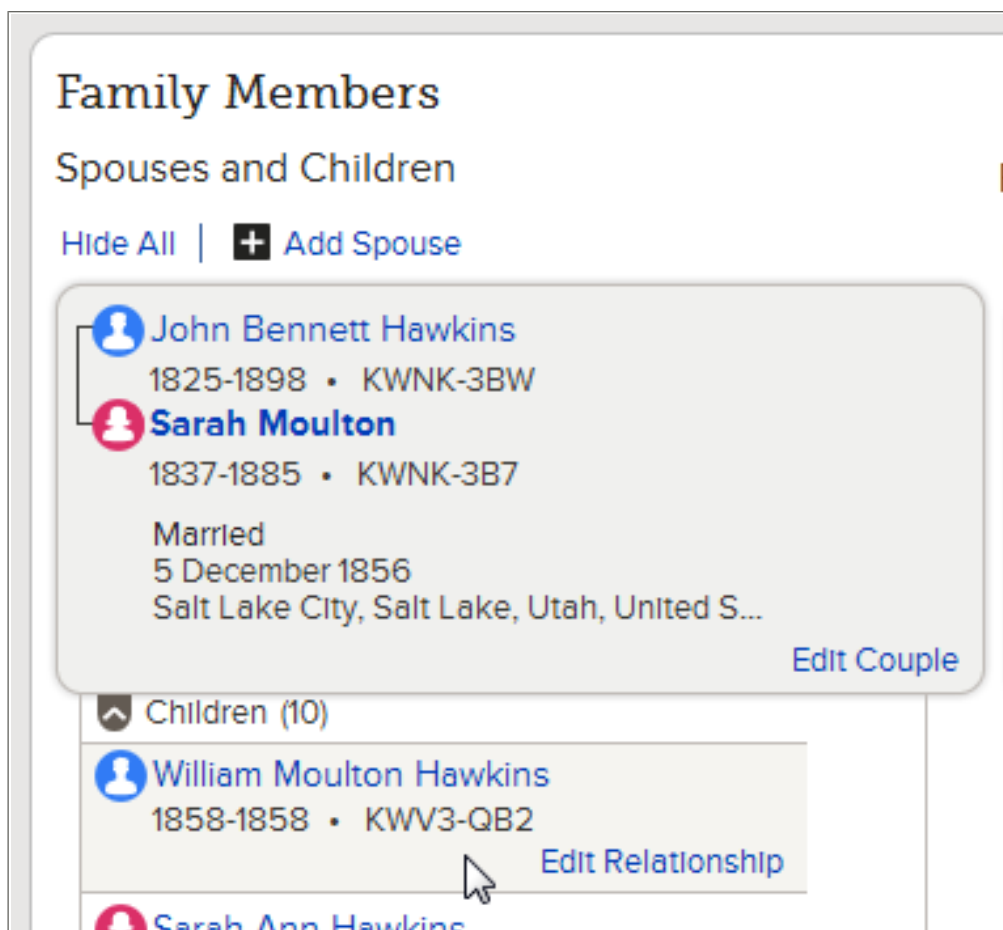
When the wrong person appears in a family, do not delete the person. Just delete the person's relationship to the family.

**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

When you delete a relationship between people, the people stay in the Family Tree database, but they are no longer connected to each other.

**Tip:** If you need to remove a person from one family and add him or her into another family, write down the person's ID number. After you remove the person from the wrong family, you can use the ID number to quickly find the person when you add him or her to the right family.

1. Open the details page of a person who is in the family:
  - To delete a couple relationship, open the details page of either the husband or wife.
  - To delete a child-parent relationship, open the details page of the child, mother, or father.
2. Scroll down to the Family Members section.
3. Click the **Edit...** link of the relationship that you want to delete.
  - To delete the couple relationship between the parents, click the **Edit Couple** link that appears in the box that shows the parents and their marriage date and place.
  - To delete the relationship between a child and his or her father or mother, hover your mouse cursor over the child's name, and click the **Edit Relationship** link that appears.



- To delete the couple relationship between one of the children and his or her spouse, click the child's name, and click **Person**. This takes you to the child's details page. Scroll down to the Family Member's section, and repeat this step.

The relationship page appears.

- Review the existing information, especially the sources.
- To delete a parent-child relationship between a child and either the father or mother (but not both), follow these steps:
  - Click the name of the parent whose relationship should be removed.
  - Review the existing information, especially the sources and the field containing the reasoning.
  - If you still want to remove the relationship, click **Remove**.
- To delete the couple relationship or the relationship between the child and both parents, click **Delete Relationship**.  
This link appears on the right side of the screen in the Tools box.
- Enter a reason that explains how you know that the relationship should be deleted.  
**Tip:** When you edit an existing event and if the existing reasoning is applicable, leave the existing explanation, and add your own comments to it.
- Click **Delete**.
- To display the details of a person in this relationship, use the **Go to** links that are located beneath the FamilySearch tree logo.

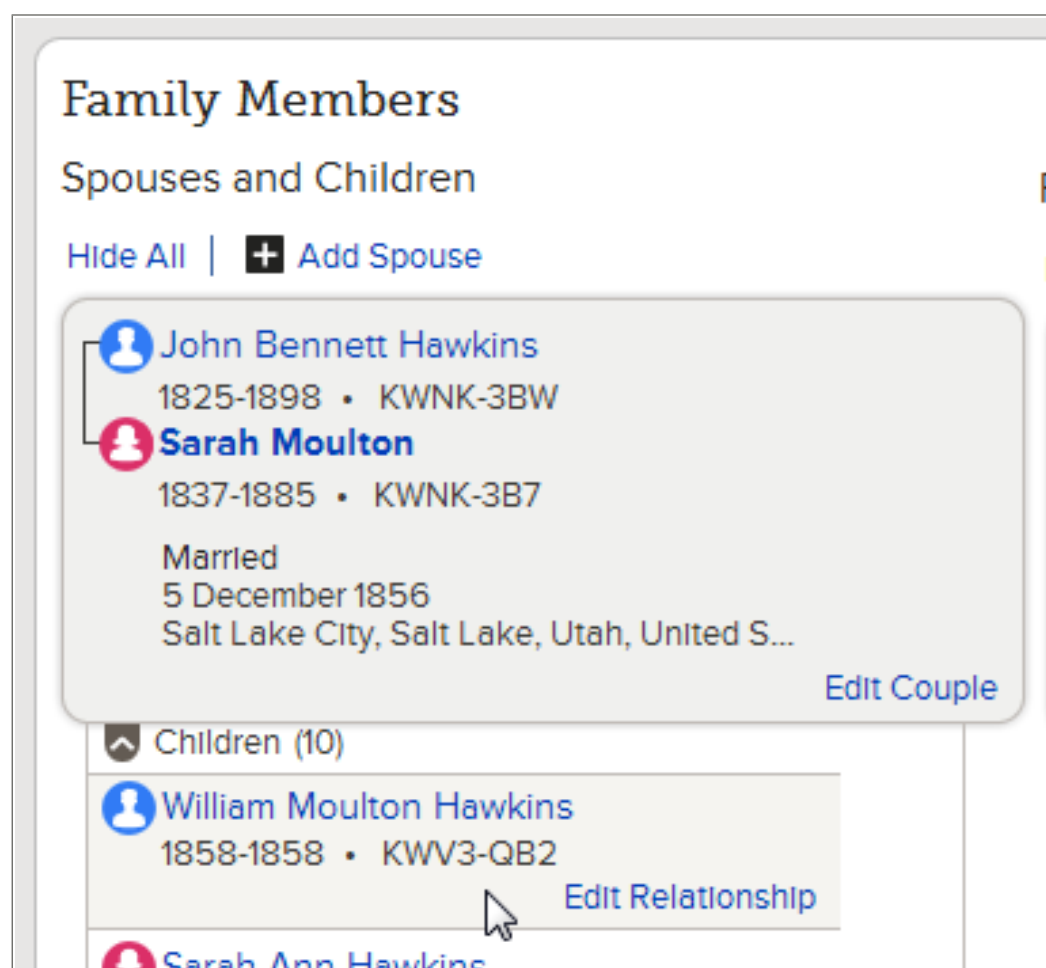
10. If you have a source, attach it to show that the information is correct.

## Replacing a Wrong Parent in a Family with the Correct One

Sometimes Family Tree lists the wrong person as a child's father or mother. You can easily replace the wrong parent with the right one.

**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

1. Open the details page of the child, father, or mother.
2. Scroll down to the Family Members section.  
The marriage date and place appears in the box that shows the names of each couple.
3. Hover your mouse cursor over the name of the child.  
A link appears.



4. Click the **Edit Relationship** link that appears.  
The Parent-Child Relationship page appears.



- Click the name of the parent that does not belong in the family.

Husband

John Bennett Hawkins

Change | Close

Reason This Information Is Correct

+ Add

Modified

- Review the existing information, especially the field containing the reasoning.
- If you still want to replace the parent with someone else, click **Change**.
- Find or add the correct parent:

#### Option

#### Description

**The parent already exists and you know the name and other information**

- Click **Find Individual**.
- Enter the name and other information about the person.
- Click **Search**.
- On the list of search results, find the right person.  
**Tip:** If you are unsure, click the name to see the person's summary card.
- Click **Select**.

**The parent already exists and you know the ID number**

- Click **Find by ID Number**.
- Enter the ID number.
- Click **Search**.
- On the list of search results, find the right person.  
**Tip:** If you are unsure, click the name to see the person's summary card.
- Click **Select**.

**The parent doesn't exist and needs to be added**

- Click **Add Individual**.
- Enter the person's name and other information.
- Click **Continue**.

- Enter a reason that explains how you know that the information is correct.

**Tip:** When you edit an existing event, if the existing reasoning is applicable, leave the existing explanation, and add your own comments to it.

- Click **Change**.

11. To display the details of a person in this relationship, use the **Go to** links that are located beneath the FamilySearch tree logo.
12. If you have a source, attach it to show that the information is correct.

## Adding Reason Statements to People and Relationships

If Family Tree already contains correct information about a person or relationship, you can add a reason statement that explains how you know it is correct. This leaves valuable information for yourself and other researchers about the accuracy of the information and whether further research is required.

**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

1. Open the person's details page.
2. If you want to add a reason statement to information about the person, follow these steps:
  - a. Click the information whose reason statement you want to add.  
A box with more details about this information appears.

Name

Sarah Moulton

Edit | Close

Reason This Information Is Correct

All primary sources for Sarah Moulton indicate her name is Sarah Moulton and do not include a middle name. Those sources include her christening record in Irchester in 1837, immigration records, emigration records, her marriage in the Salt Lake City 14th ... [More](#)

Modified | [History](#)

5 June 2012 by [L. Moulton](#)

Sources | [Tag](#) 0

- b. Click **Edit**.  
The fields appear.

The screenshot shows a dialog box titled 'Name | Template: Standard'. It has four input fields: 'Title' (containing 'Title'), 'First Names' (containing 'Sarah'), 'Last Name' (containing 'Moulton'), and 'Suffix' (containing 'Suffix'). Below these fields is a text area labeled 'Reason This Information Is Correct' containing the text: 'All primary sources for Sarah Moulton indicate her name is Sarah Moulton and do not include a middle name. Those sources include her christening record in Irchester in 1837, immigration records, emigration records, her marriage in the Salt Lake City 14th Ward, and her sealing in the Endowment House.' At the bottom, it says 'Modified 5 June 2012 by J. L. [unclear]' and has 'Save' and 'Cancel' buttons.

3. If you want to add a reason statement about a relationship that the person is in, follow these steps:
  - a. Scroll down to the Family Members section.
  - b. Click the **Edit...** link of the relationship that contains the information.
    - To enter a reason about information on the couple relationship, click the **Edit Couple** link that appears in the box that shows the couple and their marriage date and place.
    - To enter a reason about information on a parent-child relationship, hover your mouse cursor over a child's name, and click the **Edit Relationship** link that appears.
  - c. Click the information whose reason statement you want to add.
    - To enter a reason that explains why this person belongs in the relationship, click the person's name. If there is not a reason statement yet, click **Add**. If there is an existing reason statement, click **Edit**.
    - To enter a reason that explains why a marriage event on a couple relationship is correct, click the marriage event, and then click **Edit**.
    - To enter a reason that explains why a relationship type on a parent-child relationship is correct, click the relationship type, and then click **Edit**.
4. Enter a reason that explains how you know that the information is correct.
 

**Tip:** When you edit an existing event, if the existing reasoning is applicable, leave the existing explanation, and add your own comments to it.
5. When you are finished, click **Save**.
6. If you have a source, attach it to show that the information is correct.

## Deleting a Person from the System

You can delete a person from the system. This also deletes the person's relationships to everyone in the tree. If you delete a person by mistake, you can restore that person.

**Important:** It is recommended that you delete a person only if the person never existed.

If you create a duplicate record by mistake, merge the two records rather than delete the person. The merge process allows you to compare the records and choose which

information to keep. If you later find that the merge was a mistake, you can undo the merge and restore the deleted record. It is much harder to find and restore a person that was deleted.

1. Open the person's details page.
2. Review the person's information carefully, especially the sources and reason statements. If you still want to delete the person, follow these steps:
  - a. In the Tools box, click **Delete Person**.  
A message appears that lists the information that will also be deleted when you delete the person.
  - b. Read the message.
  - c. If you still want to delete the person, enter a clear reason to explain why.
  - d. Click **Delete**.  
A screen that confirms the deletion appears.
3. If you delete a person by mistake, follow these steps to restore the person:
  - a. In Family Tree, go to a deceased spouse, parent, or child of the person you need to restore, and click that person's name.  
You will use the change history of the spouse, parent, or child to restore the deleted person.
  - b. In the Latest Changes box, click **Show all**.  
The person's change history appears.
  - c. In the change history, click the name of the person you want to restore. You will see the deleted person's summary card.  
  
**Tip:** If you don't see the entry you need, click the **More** link at the bottom of the list. If the change history is long, scan the right side of the change history, and look only at the entries that contain a Reference link. All deleted relationships have a Reference link. This is often faster than looking at each entry individually. You can also use your browser's Find feature to search for the word "Deleted" or for the name of the person that you want to restore. In most browsers, press **Ctrl+F** to use the Find feature.
  - d. On the person's summary card, click **Person**.
  - e. At the top of the screen, read the reason why the person was deleted.
  - f. If you still want to restore the person, click the **Restore Person** button.
  - g. Enter a reason that explains why the person and relationship should be restored.
  - h. Click **Restore**.

## Restoring a Deleted Person

You can restore a person whose record has been deleted from the system.

1. Go to the details page of the father, mother, spouse, or child of the deleted person.  
**Important:** The father, mother, spouse, or child must be deceased. To restore a deleted person using a details page, you use the change history, and the change history is not available for living people. You will use the change history for the spouse, parent, or child to restore the deleted person.
2. In the Latest Changes box, click **Show all**.  
The person's change history appears.

3. In the change history, click the name of the person you want to restore. You will see the deleted person's summary card.

**Tip:** If you don't see the entry you need, click the **More** link at the bottom of the list. If the change history is long, scan the right side of the change history, and look only at the entries that contain a Reference link. All deleted relationships have a Reference link. This is often faster than looking at each entry individually. You can also use your browser's Find feature to search for the word "Deleted" or for the name of the person that you want to restore. In most browsers, press **Ctrl+F** to use the Find feature.

4. On the person's summary card, click **Person**.
5. At the top of the screen, read the reason why the person was deleted.
6. If you still want to restore the person, click the **Restore Person** button.
7. Enter a reason that explains why the person and relationship should be restored.
8. Click **Restore**.

## Seeing the Change History and Undoing Changes

### Seeing and Undoing the Changes Made to a Person or Relationship

Family Tree tracks all changes made to the information about a person and the relationships that he or she is part of. If someone makes a change that you do not agree with, you can use the change history to restore a previous version of the information. You can undo changes regardless of whether you originally added the information or made the change.

**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

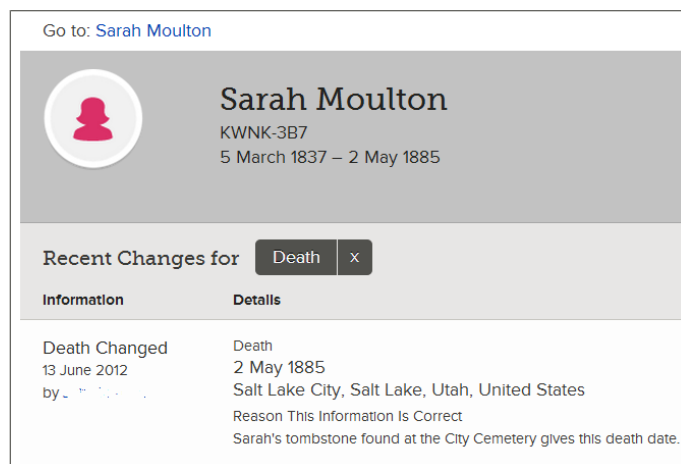
1. Open the person's details page.
2. Open the change history that you want to see:

Option	Description
<b>See all of the changes about the person and the couple relationships and parent-child relationships that he or she is part of.</b>	In the box that lists recent changes made to this person, click <b>Show All</b> . The box is located on the right side of the person's details page in the Vital Information section.
<b>See the changes for only one type of information about the person.</b>	<ol style="list-style-type: none"> <li>1. To see the change history for one type of information, click the information. (For example, to see the change history for just the death event, click the person's death information.)</li> <li>2. Click <b>History</b>. This link is located above the name of the user who last entered or changed the information.</li> </ol>

## Option

## Description

**Tip:** The button near the top identifies the type of information being displayed in the change history. In the following example, the Death button indicates that only changes made to the person's death event are being displayed in the change history.



To display this person's entire change history, click the **X** button that appears next to the information being filtered (in this example, the **X** next to Death). The system then displays the entire change history.

### See all of the changes made to a couple relationship.

1. Scroll down to the Family Members section.
2. Click the **Edit Couple** link that appears for that couple.
3. Click the **Show All** link that appears in the change history box, which appears on the right side of the couple relationship screen.

### See all of the changes made to a child-parent relationship.

1. Scroll down to the Family Members section.
2. Hover your mouse cursor over the name of the child whose parent-child relationship you want to see.
3. Click the **Edit Relationship** link that appears.
4. Click the **Show All** link in the change history box, which appears on the right side of the screen.

The change history appears.

3. Find the change that shows the correct information.

On the change history for a relationship, you can click **Show Relationship** or **Hide Relationship** to see more information.

If the change history contains more changes than can be shown on the list, click the **More** link that is found at the bottom of the list.

4. Restore the correct information:

- If the entry has a **Restore** button, click it.

**Note:** If a change does not have a Restore button, then you cannot undo that change. For example, the following types of entries do not have Restore buttons:

- Entries that identify the current information that is shown in Family Tree. You do not need to restore what is already there.
- The entry that identifies when the information was first added to Family Tree. You can recognize these because of a description that says something like, "Name Created."
- If the information has a **Reference** link, click it.

If restoring the information requires more review, a screen appears to let you do that review.

5. If a screen appears to allow you to see more information about what you are restoring, review the information.
6. If you want to restore the information, click **Restore**.

To return to previous screens, use the **Go to** links that are located beneath the FamilySearch tree logo.

On the person's details page, click the information that you just restored. Add to the reason an explanation of why you restored the information.

## Filtering a Person's Change History

You can filter a person's change history if you want to see the changes made to one type of information.

This feature does not work for the change history of relationships.

You can use either of the following approaches:

- If you are already on the person's change history, click the link that tells you what type of change was made.  
For example, click **Name Created** or **Name Changed** to see all the changes made to a person's name.  
The list narrows to that type of information. A button appears at the top of the list to show what type of filter has been used. Click this button to remove the filter and redisplay the entire change history.
- If you are on a person's details page, follow these steps:
  - a. Click the information whose change history you want to see.
  - b. Click **History**.

The change history for that information type appears. A button appears at the top of the list to show what type of filter has been used. Click this button to remove the filter and display the entire change history.

Go to: [Sarah Moulton](#)



## Sarah Moulton

KWNK-3B7

5 March 1837 – 2 May 1885

Recent Changes for Death x

Information	Details
<p>Death Changed</p> <p>13 June 2012</p> <p>by <a href="#">L. M. ...</a></p>	<p>Death</p> <p>2 May 1885</p> <p>Salt Lake City, Salt Lake, Utah, United States</p> <p>Reason This Information Is Correct</p> <p>Sarah's tombstone found at the City Cemetery gives this death date.</p>

## Correcting Information Moved from new.FamilySearch.org to Family Tree

### Recommendations for Correcting Names Moved from new.FamilySearch.org

Many records that were moved from new.FamilySearch.org have many name variations. In Family Tree, these name variations can be kept or deleted.

#### *How Names Get Moved from new.FamilySearch.org to Family Tree*

In new.FamilySearch.org, a person's record might contain many variations of the name. On the Summary tab, one version of the name is selected as the correct one. In Family Tree, this version of the name appears in the Vital Information section of the details page.

In new.FamilySearch.org, the variations of the name appear on the Details tab. In Family Tree, they are displayed as Alternate Names in the Other Information section.

#### *What Name to Use in the Vital Information Section*

The Name field in a person's Vital Information section should contain the most official or recognizable version of a person's name. This is usually the name that the person was given at birth. If a woman changed her name after marriage, you would use her maiden name if you know it rather than her married name.



However, there may be circumstances where it is appropriate to use a different version of the name in the Vital Information section. If you do this, please enter a thorough explanation for this choice in the reason field.

### ***Alternate Names in the Other Information Section***

In the Other Information section, keep the Alternate Names that will help other users recognize the person in Family Tree and identify him or her in the historical records. For example, keep the following:

- Spelling variations that were used on the records.
- Variations in the name form that were used on the records, such as a different middle name.
- Nicknames.
- Names that the person used to identify himself or herself during his or her life.
- Name changes caused by adoption, divorce, or other legal actions.
- Names that the person used after moving to a new country.
- Names that a person used while hiding out, such as runaway slaves or people hiding from the law.
- Names that were given to the person or adopted by the person at various stages of life.

Delete the following types of alternate names:

- Names with capitalization differences, such as the last name in all capital letters.
- Names with punctuation differences, such as the lack of a period after an initial.
- Spelling errors.
- Names that are wrong, such as have a wrong middle name.

**Note:** You may choose to keep wrong versions of a name that keep getting resubmitted. In this case, you would want to add a reason statement that explains why this version of the name is incorrect, where the error appears to have originated, and what sources have been used to disprove it.

## **Recommendations for Correcting Events and Other Information Moved from new.FamilySearch.org**

Many records that were moved from new.FamilySearch.org contain information that gets displayed in the Other Information section of the details page.

### ***How Vital Events Get Moved to Family Tree***

A person's vital events are the birth, christening, death, and burial.

In new.FamilySearch.org, a person's record might contain many versions of these vital events. On the Summary tab, one version of each can be selected as the correct version. In Family Tree, this version of the name appears in the Vital Information section of the details page.

In new.FamilySearch.org, the variations of the vital events appear on the person's Details tab. These variations do not get moved to Family Tree.

### ***How Other Events and Facts Get Moved to Family Tree***

Nonvital events that appear on the Details tab show up in Family Tree in the Other Information section of the person's details page.

### ***Information to Keep***

In the Other Information section, keep information that is correct, appropriate for publication, and genealogically useful. Delete everything else.

## **Recommendations for Correcting Relationships Moved from new.FamilySearch.org**

Family Tree should contain only relationships that are genealogically correct.

### ***How Relationships Get Moved***

All of a person's couple and parent-child relationships get moved from new.FamilySearch.org to Family Tree.

### ***Couple Relationships***

Keep couple relationships for which there is evidence that two people were a couple, such as:

- Couples who married, even if that marriage later ended in annulment or divorce.
- Couples who lived together as husband and wife but never had a formal marriage ceremony ("common-law" marriages).

Delete the following types of couple relationships:

- Incorrect relationships, in which the two people never were a couple.
- A couple who had children together but never married. You can create parent-child relationships to show the two people as the parents of a child. You do not have to link the parents together as spouses.

### ***Parent-Child Relationships***

Always link children to their biological parents if you know them. Link a child to step-parents, foster parents, or guardians only when there is a compelling reason to do so. The following are good reasons to link a person to other parents:

- A living person wants to be linked to nonbiological children or parents.
- The people had adopted, sealing, foster, and other parent-child relationships that were created during their lifetimes, particularly when the child was young or the people involved considered the relationship as meaningful or more meaningful than their biological relationships.
- Nonbiological relationships that are helpful in understanding the historical records about the child and parent.
- A person's biological parent is not known but another parent is. Use the relationship type and reason statements to clarify the situation.
- Records are unclear or provide contradictory evidence about a person's parents.

You do not necessarily need to link a child to step-parents. Sometimes this is appropriate, such as when a step-parent raises a child as his or her own. But sometimes, a child's

biological parent simply remarried. The child did not have a parental relationship with the new spouse. In cases like this, you can simply enter the parent's marriage to the other spouse.

Delete parent-child relationships that are incorrect.

## Uploading GEDCOM Files and Copying the Information to Family Tree

All registered users of FamilySearch.org can upload GEDCOM files for inclusion in the Pedigree Resource File. If you have access to Family Tree, you can also copy information from an uploaded GEDCOM file into Family Tree.

GEDCOM (GEnealogical Data COMmunications) is a computer format that lets computer users transfer genealogical data from one computer program to another. GEDCOM files have the file extension .GED.

This GEDCOM upload process has many planned enhancements. Until they are complete, please be aware of the following issues:

- You cannot currently add the notes, sources, and multimedia links that are in your GEDCOM file to Family Tree.
- During the upload process, you compare what is in your GEDCOM file to what is already in Family Tree. If you stop before you finish comparing, simply make a note of which filter and person you left off on.
- You can include records of living people in your GEDCOM file. However, they are not available for searching on FamilySearch.org. Nor can you add those records to Family Tree.

The upload process has several parts:

1. Upload your GEDCOM file, and compare it to Family Tree.
2. View the results.
3. Review people who are potential matches. Determine whether they are matches.
4. Review people who can be added to Family Tree. Choose which ones to add.
5. Review people who are already in Family Tree. Determine whether your GEDCOM file contains more accurate information than the information Family Tree already contains.

Each of these steps is discussed in more detail below.

### Part 1. Upload Your GEDCOM File, and Compare It to Family Tree

The first step is to upload your GEDCOM file and compare it to Family Tree. If you have previously uploaded a GEDCOM file to Pedigree Resource File and if that file appears on your list of uploaded files, you do not have to upload it again. Simply skip to step 3.

Your GEDCOM file can be up to 100 MB.

To upload a GEDCOM file, you must be signed in to FamilySearch.org. Uploading your GEDCOM file makes it available for other FamilySearch users to search.

1. To begin, follow these steps:
  - a. In the header of FamilySearch.org, click **Search**.

- b. Click the **Genealogies** link.  
The GEDCOM upload feature is located beneath the fields used for searching Ancestral File and Pedigree Resource File data.
- c. Scroll down past the search fields.
- a. Click **Submit Tree**.

Submission number:

[Search](#) [Reset](#)

**Contribute your research to the FamilySearch.org community**  
Make your family tree available here to help other researchers. Your submissions remain in your control, preserved indefinitely, to review or remove as you see fit.

[Submit Tree](#)

Learn more about [Ancestral File](#) and [Pedigree Resource File](#)

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2. If you have not already uploaded this GEDCOM file, upload it:
  - a. Click **Add GEDCOM**.
  - b. Click **Choose File**, and find the GEDCOM file that you want to upload.
  - c. Enter a name and description for your GEDCOM file.
  - d. Click **Upload**.  
The name of the GEDCOM file is added to a list of your uploaded files. In the Status column of that list, the word “Uploading...” appears until the file is uploaded. The larger your GEDCOM file, the longer this upload process takes. When it is finished, the word “Uploaded” appears, and the Compare button is now available to click.

## Contribute a GEDCOM File

Select the GEDCOM file

[Choose File](#) No file chosen [Upload](#)

**Note:** Comparing your GEDCOM file could take several hours. Check back anytime for the status. No other notification is currently available.

**GEDCOM file status**

Name	Uploaded	Persons	Size	Status	
bruce.ged	23 Oct 2012, 5:19 PM	60	45KB	Uploaded	<a href="#">Compare</a> <a href="#">Download</a> <a href="#">Delete</a>

Your GEDCOM file uploads and is processed for inclusion in the Pedigree Resource File. When your file is finished processing, the information about the deceased individuals in your file is immediately available for searching in the Pedigree Resource File. Information about people who might still be living is not published.

3. Compare your file to what is in Family Tree:

- a. Click **Compare**.  
In the Status column of that list, the word “Comparing...” appears until the comparison is done. Instead of a Compare button, you see a View button. You cannot click the View button until the comparison is finished.
- b. Wait while the system compares your GEDCOM file to Family Tree.  
The larger your GEDCOM file, the longer this compare process takes.

When the system finishes comparing your GEDCOM file, the word “Ready” appears as the Status, and the View button becomes active.

## Part 2. View the Results

After the system has compared your GEDCOM file to Family Tree, you can see the results.

1. On the list of GEDCOM files that you added, click **View** for the file containing the results you want to see.  
A summary appears. The summary identifies how many people in your GEDCOM file are already in Family Tree:

Home > Tree Summary

## Tree Summary

*In order to contribute this GEDCOM to Family Tree, you need to review each possible match.*

Comparison Results	
Potential Matches	8
Add to Family Tree	2
Already in Family Tree	49
Invalid & Living	1

[Review Results](#) [Cancel](#)

- **Potential Matches.** This number tells you how many people in your GEDCOM file might already be in Family Tree. The records are close but not identical. You compare the records and decide whether they are matches.
- **Add to Family Tree.** This number tells you how many people in your GEDCOM file are not in Family Tree. You can review each person and decide whether to add him or her to Family Tree.
- **Already in Family Tree.** This number tells you how many people in your GEDCOM file are in Family Tree. However, your GEDCOM file may have different details about the person. You can decide which details to move from your GEDCOM file into Family Tree.
- **Invalid and Living.** This number tells you how many people in your GEDCOM file the system identified as living. The record may also be corrupted or invalid in some other way. You cannot add these people to Family Tree.

Each of these categories becomes a filter that you can use to see the people in your GEDCOM file. For example, you can see all of the potential matches in one list. You can also use an All Individuals filter to see an alphabetical list of all of the people in your GEDCOM file.

2. To see the detailed results and begin transferring information to Family Tree, click **Review Results**.

The first potential match appears. If the file contains no potential matches, then you see the individual from the All Individuals list.

The rest of this process explains how to work through your GEDCOM file by using the filters. If you want to look at an alphabetical list of the people in your GEDCOM file instead, click **All Individuals**. In the list of individuals, look at the icon to the left of the person's name. That tells you which process to use to move information into Family Tree.

### Part 3. Review People Who Are Potential Matches

Potential matches are people in your GEDCOM file who might already have a record in Family Tree. The record in your GEDCOM file is different enough that you need to review the information and confirm the match.

Potential matches are marked with a triangle icon ()

1. If the list of potential matches is not already shown, click **Potential Matches**, which is located in the Filter box.

The filter box is in the upper-left part of the screen. The list of names that is beneath the Filter box contains all of the people from your GEDCOM file who are potential matches.

The first potential match appears. The person from your GEDCOM file is on the left. The person from Family Tree is on the right.

2. Compare the person from your GEDCOM file with the person in Family Tree.

Home > Tree Summary > Tree Compare

### Compare GEDCOM with Family Tree

Are these people the same? Yes Not a match

Filter

- Potential Matches 8
- Add to Family Tree 2
- Already in Family Tree 49
- Invalid & Living 1
- All Individuals 60

- James Bruce ()
- John Bruce (1837 - )
- Matthew Bruce ()
- William Bruce ()
- Bridget Bruce ()
- Bridget Bruce ()
- Eliza Bruce ()
- Mary Ann Bruce ()

Prev Next

Showing 1-8 of 8

**James Bruce**  
bruce.ged  
-

**James Bruce**  
Family Tree - KPQH-Z33  
about 1821 -

**Vital Information**

<b>Name</b> James Bruce	<b>Name</b> James Bruce
<b>Gender</b> MALE	<b>Gender</b> MALE
<b>Birth</b> -	<b>Birth</b> about 1821
<b>Christening</b> 19 July 1820 Bicker, Lincolnshire, England	<b>Christening</b> 19 July 1820 Bicker, Lincolnshire, England, United Kingdom
<b>Death</b> -	<b>Death</b> -
<b>Burial</b> -	<b>Burial</b> -

**Family**

**Parents & Siblings**

- John Bruce (- 1852)
- Susanna (1795 - 1836)

Marriage

**Parents & Siblings**

- John Bruce (1793 - )
- Susanna (1795 - )


Marriage

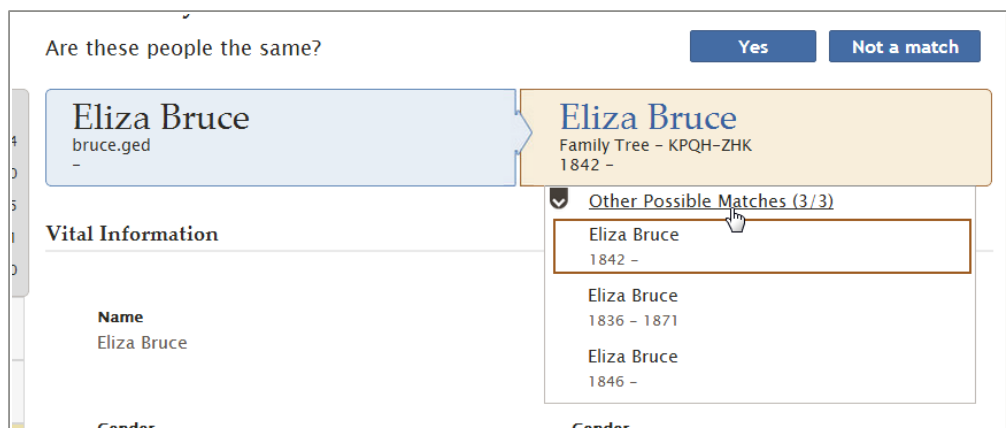
## 3. Decide if the person is a match.

Option	Description
--------	-------------

<b>The person is a match</b>	<ol style="list-style-type: none"> <li>Click <b>Yes</b>.</li> </ol> <p>The system adds this person to the Already in Family Tree group. If the record from your GEDCOM file contains information that is different from what is in Family Tree, that information appears in a blue box.</p> <ol style="list-style-type: none"> <li>Review each piece of information that is displayed in a blue box.</li> <li>If the information in your GEDCOM file is more correct than the information Family Tree already has, click <b>Replace</b>. The blue box moves to the Family Tree record, and Save and Cancel buttons appear in the upper-right corner. If you change your mind and decide that Family Tree contains more accurate and complete data, click <b>Undo</b>.</li> <li>Click <b>Save</b>. Your changes are also saved when you simply click the name of the next person on the list.</li> </ol>
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Option	Description
<b>The person is not a match.</b>	<ol style="list-style-type: none"> <li>1. Click <b>Not a Match</b>.</li> <li>2. If you want to add this person to the Family Tree, click <b>Add</b>, or simply move to the next record.</li> </ol> <p><b>Note:</b> The system does not currently have a way to prevent this record from being added to Family Tree.</p>

4. (Optional) If the system found more than one possible match for the person in your GEDCOM file, click  **Other Possible Matches** to see the rest of them.
  - a. Click the first name on the list.



Are these people the same? Yes Not a match


**Eliza Bruce**  
bruce.ged  
-

**Vital Information**

**Name**  
Eliza Bruce

**Gender**

**Eliza Bruce**  
Family Tree - KPQH-ZHK  
1842 -

 **Other Possible Matches (3/3)**

- Eliza Bruce  
1842 -
- Eliza Bruce  
1836 - 1871
- Eliza Bruce  
1846 -

- The person's information appears.
  - b. Indicate whether the person is or is not a match
  - c. Repeat this process for every person on the list of other possible matches.
5. To go to the next person in this filter, click the name of a specific person on the list. The list displays ten people at a time. If a filter contains more than ten people, use the **Next** and **Prev** (Previous) buttons to move through the list 10 people at a time.

## Part 4. Review People Who Can Be Added to Family Tree

If your GEDCOM file contains people who are not in Family Tree, you can easily add them to Family Tree.

Records that can be added to Family Tree are marked with a plus icon ().

**Caution:** When you use the Add to Family Tree filter, each person that you display is automatically added to Family Tree. The system does not yet have an option that lets you prevent information from being added to Family Tree. Therefore, if your GEDCOM file contains a person that you do not want to add to Family Tree, do not click that person's name.

1. In the Filter box, click **Add to Family Tree**.



The filter box is in the upper-left part of the screen.

The list changes to display only the people who are not in Family Tree. The record of the first person on the list is displayed.

2. Review the person's information.

Home > Tree Summary > Tree Compare

### Compare GEDCOM with Family Tree

Add to Family Tree? [Add](#)

**Filter**

- Potential Matches 8
- + Add to Family Tree 2**
- ✓ Already in Family Tree 49
- Invalid & Living 1
- All Individuals 60

- + Cecil D Bruce (1902 - 1974)**
- + Lucille Bruce (1875 - )

[Prev](#) [Next](#)

Showing 1-2 of 2

### Cecil D Bruce

bruce.ged  
16 October 1902 - April 1974

#### Vital Information

**Name**  
Cecil D Bruce

**Gender**  
MALE

**Birth**  
16 October 1902  
Wellsville, Montgomery, Missouri, United States

**Christening**  
-

**Death**  
April 1974  
Saint Louis, St. Louis, Missouri, United States

**Burial**  
-

#### Family

**Parents & Siblings**

- ✓ **David Edward Bruce** (1875 - 1939)
- ✓ **Pearl Waring** (1878 - )

Marriage

3. To add this person to Family Tree, click **Add**. The person is also added to Family Tree when you display the next person

The Add button is located in the upper-right corner of the screen.

**Note:** The system does not currently have a way to prevent this record from being added to Family Tree. If you do not want to add any more people from your GEDCOM file to Family Tree, click a different filter.

4. To go to the next person in this filter, click the name of a specific person on the list. The list displays ten people at a time. If a filter contains more than ten people, use the **Next** and **Prev** (Previous) buttons to move through the list ten people at a time.



3. Review each piece of information that is displayed in a blue box. If the information in your GEDCOM file is more correct than the information that Family Tree already has, follow these steps:

- a. Click **Replace**.

The box moves over to the right side, and the Save and Cancel buttons appear in the upper-right corner. A field in which you can enter the reason for your change also appears.

Home > Tree Summary > Tree Compare

### Compare GEDCOM with Family Tree

Update Individual? Save Cancel

Select any preferred information from your GEDCOM on the left to replace what is in Family Tree.

**Filter**

- Potential Matches 8
- Add to Family Tree 2
- ✓ **Already in Family Tree** 49
- Invalid & Living 1
- All Individuals 60

- ✓ Abraham Bruce (1840 -)
- ✓ David Edward Bruce (1875 - 1939)
- ✓ Agnis Bruce (1895 -)
- ✓ Alice Bruce (1863 - 1960)
- ✓ Ann Bruce ( )
- ✓ Bridget Hewison (1760 -)
- ✓ Eliza Bruce - 1742)
- ✓ Elizabeth Bruce (1864 -)
- ✓ Elizabeth Bruce ( )

**Abraham Bruce**  
bruce.ged  
1840 -

**Abraham Bruce**  
Family Tree - KPQH-Z4R  
-

Reason This Information Is Correct  
Explain why you feel this information is correct.

**Vital Information**

Name	Name
Abraham Bruce	Abraham Bruce
Gender	Gender
MALE	MALE
Birth	Birth
1840 Wigtoft, Lincolnshire, England	1840 Wigtoft, Lincolnshire, England
Christening	Christening
28 March 1834 Wigtoft, Lincolnshire, England	19 February 1865 Leverton, Lincolnshire, England

- b. In the reason field, enter a statement that explains how you know that the information from your GEDCOM file is more accurate than the information that Family Tree already has.

You can enter only one reason for all of the information that you replace. If you need to add a different reason for different pieces of information, make a note of the ID number of the Family Tree record. When you are finished with your GEDCOM file, you can go into Family Tree and update your reason statements there.

If you change your mind and decide that Family Tree contains more accurate and complete data, click **Undo**.

- c. To save the Family Tree record with the changes from your GEDCOM file, click **Save**. The changes are also saved if you simply move to the next person in the list.
4. To go to the next person in this filter, click the name of a specific person on the list. The list displays ten people at a time. If a filter contains more than ten people, use the **Next** and **Prev** (Previous) buttons to move through the list ten people at a time.

When you copy information from your GEDCOM file to Family Tree, your entire GEDCOM file is still available for searching on FamilySearch.org.

If you delete the GEDCOM file from FamilySearch.org, the information is no longer searchable on FamilySearch.org. However, any information that you copied into Family Tree remains in Family Tree.

## Transferring Information between Family Tree and a Personal Genealogical Database

Some personal genealogical databases exchange information with Family Tree.

1. For a current list of certified programs, see <https://www.familysearch.org/products>.
2. Look for programs with a check mark. These are certified to work with Family Tree.

## Contacting FamilySearch Support with Questions about Temple Ordinances

If you have questions about a person's ordinances, please contact FamilySearch Support to request a correction.

Many people wonder whether ordinances need to be redone if the person's record contains errors. The ordinances need to be done only if they are invalid. Invalid ordinances occur in the following situations:

- Individuals were sealed to the wrong spouse or parents.

**Note:** Child-to-parent sealings that were performed before 1 July 1969 with an incorrect mother's name can be redone with the correct mother's name. Sealings performed on or after 1 July 1969 are valid even if a wrong mother's name is given. The word "mother" used in the temple ordinance takes precedence over any name that is given.

- Proxy ordinances were performed for the wrong gender.
- Proxy ordinances were performed in error while the individual was still living.
- Proxy ordinances were performed before the one-year anniversary of the individual's death.

**Note:** Some exceptions to this policy are approved. No waiting period is required for deceased, worthy members who would have gone to a temple but were prevented by reasons beyond their control. If you have questions about whether a proxy ordinance that seems to have been done too early needs to be redone, please contact FamilySearch Support for more information.

To request a correction or obtain more information about a person's temple ordinances, follow these steps:

1. Contact FamilySearch Support in one of these ways:
  - From Family Tree, click the **Get Help** link in the top-right corner of the page. Then click **Send a Message**.
  - Send an e-mail to FamilySearch Support by visiting <https://contact.familysearch.org>

2. Explain the error, and provide the following information so that a system administrator can review and resolve your case:
- Your full name, birth date, and relationship to the person whose record is in question.
  - Your helper access number. Your helper access number is on your user profile.
  - The name and identification number of the individual or individuals in question.
  - A description of the problem.
  - Why you believe the ordinances are invalid.
  - Documentation that proves your correction. For example, you can send scanned copies of completed family ordinance cards; birth, marriage, or death certificates; census records; church records; and so forth.

If you can provide scanned copies of your documentation, attach the files to the email. You can also mail photocopies to the following address:

Family History Department  
Data Quality (JSMB 6W)  
15 East South Temple Street  
Salt Lake City, UT 84150-0406

**Note:** If you mail the photocopies, please include your case number so that we know which request the documents belong to.

## Sealing-Only Relationships

Because the purpose of Family Tree is to record actual family relationships, the relationships recorded in Family Tree should be genealogically accurate.

Sometimes, sealings have been performed for people who had no family relationship during their lifetimes. For example, at one time during Church history, people were sealed to Church leaders rather than their own parents.

You do not need to record these sealing-only relationships in Family Tree. If you delete a sealing-only relationship from Family Tree, the sealing information is preserved in these ways:

- The sealing appears in the LDS Ordinances section of the person's details page.
- The record of that sealing is still preserved in the temple records.



# Adding Photos and Stories to Your Ancestors in Family Tree

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Adding photos and stories to your ancestors in Family Tree lets you preserve and share your precious family memories.

You can add photos and stories either from Family Tree or from the Photos section of FamilySearch. It doesn't matter which option you choose; the photos or stories will appear with the ancestor's record in Family Tree:

- **Family Tree.** When you go to an ancestor's record in Family Tree to add photos and stories, the system automatically tags and connects the photos and stories to that person in the tree. You don't have to tag or make connections unless there are multiple people in the photo or story. However, on photos, you may occasionally choose to adjust the tag to a better position.
- **Photos.** When you use the Photos section in FamilySearch, you need to manually add tags and connect the photos and stories to the tree. After you add a photo or story and create a tag for a person, you can use the tag over and over again. When the tag is reused, it automatically connects the photo or story to that person in the tree. The Photos section makes it easier to place the tag where you want it on photos. The Photos section may also be a little easier to use if you have multiple people in a photo or story.

These instructions focus on using Family Tree. To add photos and stories to your ancestors using Family Tree, you follow three general steps:

1. On the fan chart or pedigree view, click the person's name.
2. Display the pictures or stories, using either of the following methods:
  - On the summary card, click **Photos** or **Stories**.
  - On the summary card, click **Person**. Then, on the person's details page, click the **Photos** or **Stories** link in the header.
3. From the Photos page, you can do the following:
  - To add a new photo, click **Add Photo**.
  - To choose a different portrait, click the current portrait photo by the person's name. The system shows the portrait photos available for the person. Click the photo you want to see as the portrait.
  - If a portrait photo contains more than one person, click the photo, and add a new tag for each person in the photo. If the photo is one you added, you can adjust the original tag and then create tags for the rest of the people in the photo.

If you added the photo, you can also do the following:

- If the portrait photo is off center or shows the wrong part of the photo, click the portrait photo. On the right of the next screen, in the list of people in the photo, click the one whose tag you want to edit. Click **Edit Tag**. Adjust the size or position of the circle, and click **Save**.

- To remove this photo from this person without deleting it from the system, remove the tag that links this photo to this person. Click the photo. On the right of the screen, in the list of people in the photo, click the name whose tag you want to delete. Click **Remove Tag**.
- To delete a photo from the system, click it. Then click **Details**, and then **Delete Photo**.

4. From the Stories page, you can do the following:

- To add a new story, click **Add Story**.
- If the story lists more than one person, click the story, and in the Who is in this story field, add the names of the other people.

If you added the story, you can also do the following:

- To edit the text of the story or to add, change, or delete the story's photo, click the story. Then, on the left near the top, click **Edit Story**.
- To remove this story from this person without deleting it from the system, remove the tag that links this story to this person. Click the story. On the right of the screen, in the list of people in the story, click the name whose tag you want to remove. Click **Remove Tag**.
- To delete a story from the system, click it. Then click **Delete**.

## Guidelines for Using Photos and Stories

There are a few guidelines for adding photos and stories of your deceased ancestors to Family Tree.

- **Privacy and Permission.** Currently, the photos and stories can be viewed by anyone, so you are strongly encouraged to add items only for deceased ancestors. If you add any photo or story that includes living people, you must first get permission from each living person in the photo or story.
- **Appropriateness.** Content in photos and stories must be consistent with FamilySearch.org standards. Photos are viewed and screened before they are published.
- **What Others Can Do with the Photos You Add.** Others can view your photos, add tags to help identify people in the photo, add stories to the photo, and add the photos to their albums. They cannot change or delete your photos. If you don't want the tags that were added by others, you can delete them.
- **What Others Can Do with the Stories You Add.** Others can read your stories, add the stories to an album, and add comments. They cannot edit or delete your story.

### *Photo Requirements*

To add a photo, you need a digital copy. The digital files must be 5 MB or smaller. That should let you create copies at a higher resolution. The content must be consistent with FamilySearch.org standards.

Many people make copies with a scanner or with a phone that takes photos at high resolution. Because adding a photo to Family Tree is a way to preserve and share the photo, providing the best copy you reasonably can is important.

Photos must meet these requirements:

- They must be in a digital format. Currently the system accepts PNG and JPG files.



- The digital files must be 5 MB in size or smaller.
- The photo content must meet the upload guidelines and submission agreement.

## Using Photos

### Adding a Photo Using Family Tree

From a person's record in Family Tree, you can upload a photo. The system tags the photo for you, and then, with a couple of clicks, you connect the photo to the person in the tree.

You do 2 tasks when you add a photo using Family Tree.

- Upload a digital copy of the photo.
- Connect the photo to the person's Photos page in Family Tree.

1. Upload the digital copy of the photo.
  - a. In Family Tree, go to the person you want to add the photo to.
  - b. Click the person's name.  
The person's summary card appears.
  - c. On the summary card, click **Photos**.
  - d. Click **Add Photo**.

**Important:** The first time you add a photo or story, a message appears about the FamilySearch submission agreement. Indicate that you will comply with the FamilySearch submission agreement.

- e. Click **Upload**.
- f. Click the **green upload area that has a white plus sign**.
- g. Browse to the photo on your computer, click the photo file, and click **Open**.  
A message that the photo has been uploaded appears.
- h. Refresh the screen.

**Tip:** For most browsers, press **F5** to refresh the screen.

A box appears for the photo you just added.

2. To connect the photo to the person's Photos page in Family Tree, click the **Attach Photos** button.

The photo is now connected to the person's Photos page in Family Tree.

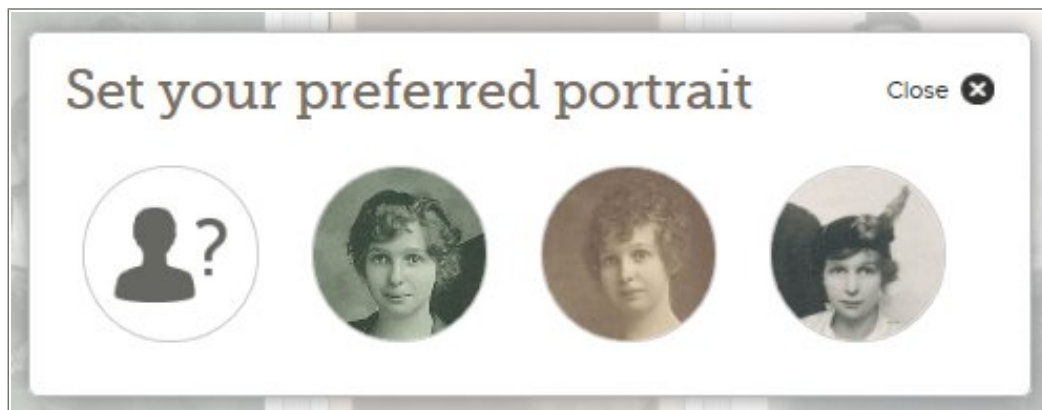
**Tip:** To adjust a tag, add tags for other people in the photo, add a title for the photo, or add a description, go to the page where you edit tags. (To go to the page, on the person's Photos page, click the photo.)

### Changing a Preferred Portrait

In Family Tree, the preferred portrait is the face of your ancestor that appears next to the ancestor's name. You can select the preferred portrait that you want to use; it does not affect what others see. You can choose any photo that has been uploaded for an ancestor, even if you did not upload it.

**Tip:** If you do not select a preferred portrait for an ancestor, the system chooses one of the currently uploaded photos as the preferred portrait.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - To change a preferred portrait photo of a person using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Photos**.
  - To change a preferred portrait using the Photos section, click **Photos**, and then click **People**. Then click the person that you want.
2. Click the current preferred portrait.  
A pop-up with the possible preferred portraits for the person appears.



3. Click the preferred portrait that you want to use.  
**Tip:** When a photo is added through Family Tree, the system puts the tag around the entire photo. For a photo that you uploaded, you can resize and reposition the tag. If someone else uploaded the photo, you can add another tag just around the person's face. Go to the person's Photos page, click the photo, and fix or add the tag. The area in the tag then appears in the preferred portraits that can be selected.

Wait and then refresh the screen. The new preferred portrait appears.

**Tip:** For most browsers, pressing **F5** on the keyboard refreshes the screen. If the new preferred portrait doesn't appear when you press F5, wait a little longer, and try again.

## Attaching an Uploaded Photo to a Person in Family Tree

If you are working on a person in Family Tree and know that you have already uploaded one or more photos of him or her, you can attach the photos without leaving Family Tree.

1. Click **Family Tree**.
2. On the fan chart or pedigree view, click the person's name.
3. Click **Photos**.
4. Click **Add Photo**.  
The photos that you previously uploaded and that are not already attached to this person appear.
5. Click the **check box** of each photo that you want to attach.
6. Click **Attach Photos**.

## Tagging a Photo

Tags let you add the names of people to a photo, and they help keep all the photos for an ancestor together (similar to keeping the ancestor's photos in one album).

Tags are added to a photo in two ways:

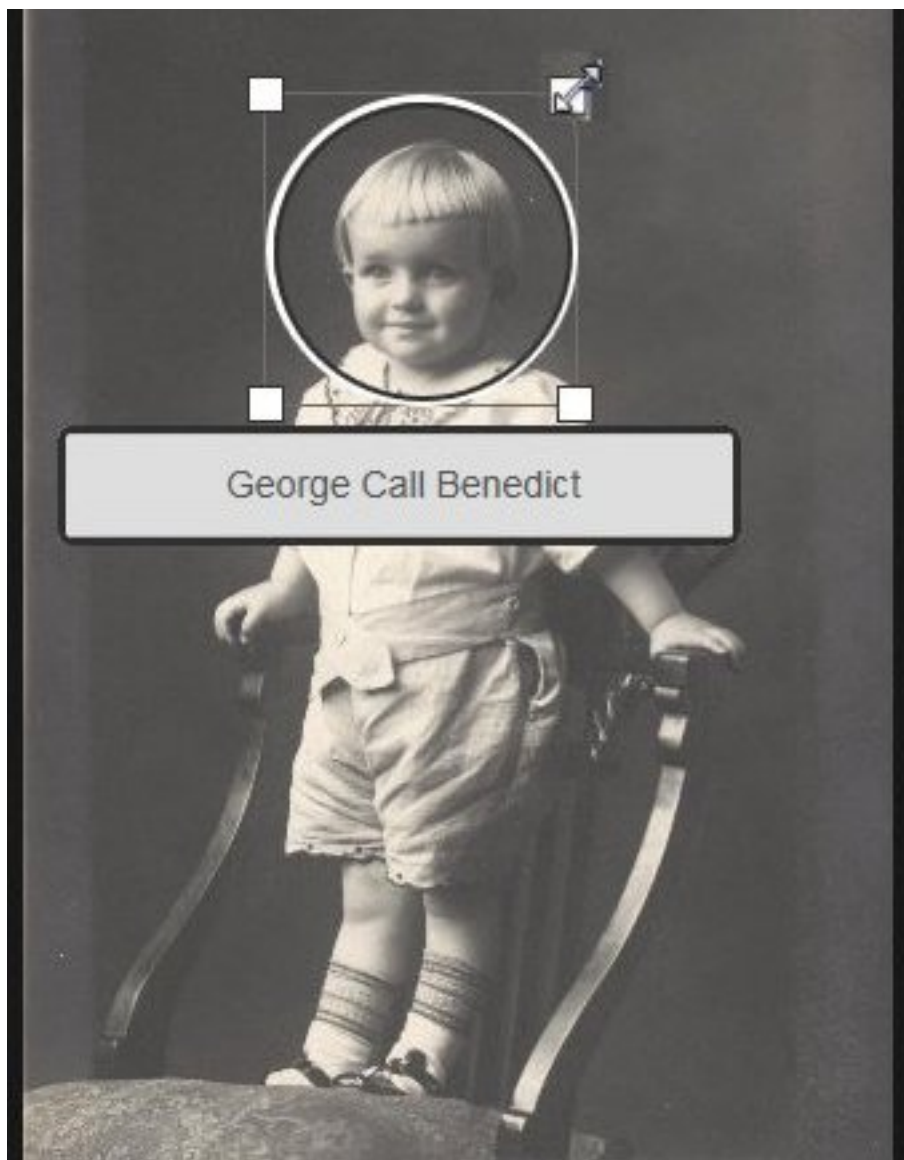
- You can add the tags yourself from the Photos section of FamilySearch.org.
- You can add tags to a photo that is already connected to a person in Family Tree. When a photo is attached to a person in Family Tree, the system creates a tag. If the photo contains more than one person, you might need to add tags for each person in the photo.

These instructions explain how to add the tags yourself.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - To tag a person's photos using the Photos section, click **Photos**, and then click **My Photos**.
  - If you want to add another tag to a photo you added using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the name of the person you already added the photo to. Click **Photos**.

**Note:** You would typically add other tags if more than one person is in the photo.
2. Click the photo that you want to tag.
3. Click the head of a person in the photo.

A circle and box appear. (You will fit the circle around the person's head and type the name into the box.)



4. Fit the circle around the head.
  - To move the circle, click the center of the circle, and drag it to where you want it.
  - To make the circle larger or smaller, click one of the white corner boxes. A double-sided arrow appears. Click and drag the arrow to make the circle larger or smaller.
5. Click in the box, and type the person's name.

As you type, tags that you created for similar names appear in a drop-down list. If you have already created a tag for this person, click the tag in the list instead of typing the name.

**Important:** Click a name in the drop-down list only if you are adding another photo for that person. When you click in the list, the new photo is linked to the ancestor that you have already tagged.

**Tips:**

- Before you create the tag, you could decide how you want to list the ancestor's name. You will reuse the tag if you add other photos for that ancestor.
  - You might find it helpful to use a woman's maiden name in the tag. The name matches her name in Family Tree and is appropriate, even if the woman married more than once and had different married surnames.
  - If you have ancestors with similar names (for example, Marc Henri Lefevre and Marc Philippe Lefevre), you might want to use the entire name in the tag. That way you can tell which ancestor the tag is for.
6. If there are other people in the photo, tag each person.
    - a. Click the head of another person in the photo, and fit the new circle around the person's head.
    - b. Type the person's name into the box.
    - c. Continue until you have tagged all the people you can.

The name of each person you tag appears in a list on the right side of the screen.
  7. To add a title for the photo, on the right side of the screen, click **Click to edit title**.
 

**Tip:** The title appears with just this photo. It does not affect the tags for the people in the photo. You can also use the title to share a little information about the photo (for example, Ferdinand Schmidt in 1920 or Wedding Photo of Carl and Augusta Becker Schultz).
  8. To add a description of the photo, click **Details**, and type in the description.
 

**Tip:** You can use the description to give more information about the photo. For example, you can explain where or when or why the photo was taken.

## Resizing and Repositioning Tags

If a tag is not sized and positioned correctly, the photo may not display correctly in Family Tree. For example, in the portrait photo, you may see the wrong part of the photo, or the person may be off center. You can change the size of the circle around a person's head or move the circle on the photos you have added.

**Important:** When you use Family Tree to add a photo, the system automatically creates a tag, but it places the tag around the entire photo. You can change the tag so that it fits around one person's face. This is especially useful if you want to use the photo as the portrait photo or if you need to tag more than one person in the photo.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - To use the Photos section of FamilySearch.org, click **Photos**, and then click **My Photos**.
  - To use Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Photos**.
2. Click the photo that has the tag you want to edit.
3. In the list of people in the photo, click the name of the person whose tag you want to edit.
 

A list of icons appears beneath the tag.
4. Click **Edit Tag**.
5. Adjust the size or position of the circle, and click **Save**.

**Important:** If you corrected a tag to improve a portrait photo, the system will correct the original photo, but it does not automatically correct the portrait photo. To fix the portrait, you also need to go through the steps for changing a portrait photo:

1. In the Photos section, click **People**.
2. Click the person whose portrait you want changed.
3. Click the current portrait photo (the photo in a circle that appears with the name near the top of the screen). A pop-up with all of the photos uploaded for the person appears.
4. Click the photo with the corrected tag.
5. Wait and then refresh the screen. The corrected portrait appears.

**Tip:** For most browsers, pressing **F5** on the keyboard refreshes the screen. If the new portrait doesn't appear when you press F5, wait a little longer, and try again.

## Removing Tags

You can remove tags from photos you have added.

If you remove the tag from a photo that is linked to a person in Family Tree, the photo is removed from that person's Photos page. The photo remains in your collection of photos.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - To remove a tag using the Photos section, click **Photos**, and then click **My Photos**.
  - To remove the tag from a photo using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Photos**.
2. Click the photo that has the tag you want to remove.
3. On the right, in the list of people in the photo, click the name whose tag you want to remove.  
A list of icons appears beneath the tag.
4. Click **Remove Tag**.
5. If needed, create a new tag to replace the one that you removed.

## Deleting a Photo

You can delete only the photos you added to Family Tree.

**Caution:** If you delete a photo, the photo is deleted from all the Photos pages and albums where you added it. If you just want to remove the photo from one person's Photos page, remove that person's tag from the photo.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - To delete a photo using the Photos section, click **Photos**, and then click **My Photos**.
  - To delete a photo using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Photos**.
2. Click the photo you want to delete.
3. Click **Details**.

4. Click **Delete This Photo**.  
The system asks if you are sure you want to delete the photo.
5. Click **Delete**.

**Note:** If you don't want to delete the photo, click **Cancel**.

The system displays a message that says the photo has been successfully deleted.

## Identifying the Contributor of a Photo

You might be able to identify the contributor of a photo, if the person has chosen to let his or her name be displayed in FamilySearch.

1. Go to the photo.
  - In Family tree, on the fan chart or pedigree view, click the person's name. On the summary card, click **Photos**. Click the specific photo.
  - In the Photos section of FamilySearch, click **People**. Click the person. Then click the specific photo.

The system displays the photo on the page where tags are added.

2. Click **Details**.  
The system displays information about the photo, including the name of the contributor.

## Adding Stories

### Adding a Story

You can add stories about your ancestors to Family Tree. You can link the story so that it appears on the Stories pages of everyone in the story. If you add a story, you can attach a photo, edit the story, or delete the story. And you can add comments to stories others have written.

**Tip:** If you want, you can write your story in a word processing program. You can then copy and paste the story into FamilySearch.org.

You do 2 tasks when you add a story.

- Add the story.
  - Connect the story to the Stories pages in Family Tree.
1. Go to either the Photos section of FamilySearch.org or to Family Tree:
    - If you want to add a story using the Photos section, click **Photos**, and then click **Stories**. Then click **Add New Story**.
    - If you want to add a story using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Stories**, and click the **green plus sign** above Add New Story.
  2. Add the story.
    - a. In the Title box, type a title for the story.
    - b. In the larger box, type or paste in the story.
    - c. If you want to add a photo to the story, follow these steps:

- Click **Attach Photo**.

The system displays small thumbnails of all the photos you have uploaded.

- To select a photo, click the little circle at the bottom of the thumbnail.

The circle fills in to show that the photo was selected.

- Click **Save**.

- d. Click **Add**.

A screen appears that lets you indicate who is in the story and lets you connect the story to their Stories pages in Family Tree.

3. Connect the story to the Stories pages in Family Tree.

- a. Under Who Is in This Story, click the **down arrow**.

A list of people you have tagged appears.

- b. If the name of the person in the story is in the list, click the name.

**Tip:** When you click a name in the list, the system automatically connects the story to that person's Stories page. You can use the drop-down list several times to select all the people in the story.

- c. If someone in the story does not appear on the drop-down list, add the person.

- Click in the blank box, and type the person's name. The system displays the name as a link.
- Click the link for the person's name. The name appears in the list of people in the story.
- Click the name in the list of people in the story.
- Click **Link to Family Tree**.
- Search for the person in Family Tree.

**Tip:** If the name does not appear in the search results, go to Family Tree, copy the person's ID number, and search using the ID number.

- When the name appears in the search results, click the **Select** button for the name.

The story is now connected to that person in Family Tree.

In Family Tree, the story now appears on the Stories page of each person in the story.

## Attaching a Previously Written Story to a Person in Family Tree

If you are working on a person in Family Tree and know that you have already entered a story about him or her, you can attach them without leaving Family Tree.

1. Click **Family Tree**.

2. On the fan chart or pedigree view, click the person's name.

3. Click **Stories**.

4. Click **Add Story**.

The stories that you have written appear.

5. Click the **check box** of each story that you want to attach.

6. Click **Attach Story**.



## Tagging a Story

Tagging lets you add the names of the people in the story. The tags also help to link the people in the story to the same people in Family Tree.

Tags are added to a story in two ways:

- You can add the tags yourself.
- If you add a story from within Family Tree, the photo is tagged and linked automatically to the person whose record you started from. If the story mentions more than one person, you need to tag the additional people yourself.

These instructions explain how to add the tags yourself.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - If you want to tag a story using the Photos section, click **Photos**, and then click **Stories**.
  - If you want to tag a story using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Stories**.
2. Click the story that you want to tag.
3. Click in the **Who Is in This Story?** box.  
A drop-down list of the people you have tagged in other stories and photos appears in the box.
4. If a person you need is in the drop-down list, click the name.  
If you have already linked the person to Family Tree, the story is linked to that ancestor in Family Tree.  
**Tip:** To see if a person needs to be linked to Family Tree, click **People**, and look under People not connected to Family Tree.
5. If the person you need is not in the drop-down list, type the name in the Who Is in This Story box, and press **Enter**.  
This creates a tag for the person.
6. Keep clicking and adding names until you have listed all the people in the story.

## Editing a Story and Its Photo

You can change or correct stories that you have added. You can also add a photo to a story or remove a photo from a story that you have added.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - To edit a story using the Photos section, click **Photos**, and then click **Stories**.
  - To edit a story using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Stories**.
2. Click the story you want to edit or add a photo to.
3. In the upper-right corner, click **Edit Story**.  
The text and title appear in boxes where you make changes.  
**Note:** If the story has a photo, you need to scroll down to see the boxes where you can edit the text.
4. If you want to change the text of the title or story, type your changes.

5. If you want to add a photo to this story, follow these steps:
  - a. Click the **Attach Photo** button.  
The system displays small thumbnails of all the photos you have uploaded.
  - b. To select a photo, click the little circle at the bottom of the thumbnail.  
The circle will fill in to show that the photo was selected.
  - c. Click **Add**.
6. If you want to remove the photo that is attached to this story, click the **Remove Photo** button.
7. Click **Save Story**.

## Removing a Story

If you add a story to the wrong person, you can remove the story. This does not delete the story; it only removes the story from that specific person's Stories page.

1. Go to the story from Family Tree or from the Photos section of FamilySearch.
  - In Family Tree, go to the person you want to remove the story from. Click the name. Click **Stories**. Click the story you want to remove.
  - In the Photos section of FamilySearch, click **Stories**. Click the story you want to remove.

The system opens the story on the page where you can remove tags.

2. Under People in This Story, click the name of the person.  
A list of options appears.
3. Click **Remove Tag**.

The story is removed from the Stories page for that person.

## Deleting a Story

You can delete a story that you have added.

**Caution:** If you delete a story, the story is deleted from all the Stories pages and albums where you added it. If you want to remove the story from one person's page, remove that person from the list of people in the story.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - To delete a story using the Photos section, click **Photos**, and then click **Stories**.
  - To delete a story using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Stories**.
2. Click the story you want to delete.
3. Click **Delete**.  
The system asks if you are sure you want to delete the photo.
4. Click **Delete**.

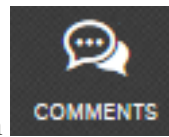
**Note:** If you don't want to delete the photo, click **Cancel**.

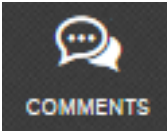
The system displays a message that says the story has been successfully deleted.

## Adding Comments

You can add a comment to a photo or a story. Typically, you add a comment to provide more information about a photo or story added by someone else.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - If you want to add a comment to a photo or story using the Photos section, click **Photos**. Then, click either **People** or **Stories**.
  - If you want to add a comment using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click either **Photos** or **Stories**.
2. Click the photo or story that you want to add a comment to.
3. Click the link that lets you add a comment.



- For a photo, click the **Comments** icon , and click the **Add Comment** link.
  - For a story, click **Add Comment**.
4. Type your comment in the box.
  5. Click the **Add Comment** button.

## Using Social Media or Email to Share A Specific Photo or Story

You can use social media or email to share a specific photo or story that has been added to Family Tree.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - To use Family Tree to share a photo, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Photos**.
  - To use Family Tree to share a story, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click **Stories**.
  - To use the Photos section to share a photo, click **Photos**, click **People**, and then click the person.
  - To use the Photos section to share a story, click **Photos**, and then click **Stories**.
2. Click the photo or story that you want to share.
3. Select how you want to share the photo or story.
  - To use social media, click the icon for the social media you want to use.
  - To send a link to the photo or story in an email, click **Share Photo** or **Share Story**, and click **E-mail**.

## Reporting Questionable Material

If a photo, story, or comment added by someone else does not seem appropriate, you can notify FamilySearch.org.

1. Go to either the Photos section of FamilySearch.org or to Family Tree:
  - If you want to report the material using the Photos section, click **Photos**. Then click **People**.
  - If you want to report the material using Family Tree, click **Family Tree**. On the fan chart or pedigree view, click the person's name. On the summary card, click either **Photos** or **Stories**.
2. Click the specific photo or story that you want to report.
3. Click **Report Abuse**.
4. Type in the reason you are reporting the material.
5. Click the **Report Abuse** button.

# Finding Deceased People in Family Tree

---

You can use the Find feature to find out whether a deceased person is in the system. You cannot use the Find feature to look for living people.

Before you can look for a deceased person, you must know one of the following:

- At least part of the name of the deceased person or his or her father or mother. You can add more information if you have it.
- ID number (person identifier). This unique number is assigned to every person in the system. An example is KW3B-FN1. It appears on the person's summary card and details page.

**Note:** ID numbers are generated randomly to help the system keep track of a person. You cannot use them to determine specific information about the person or the source of the information.

**Note:** In Family Tree, you cannot use Ancestral File numbers (AFNs) to find people.

**Tip:** As you enter information about the person you want to find, remember these tips:

- Entering more information results in fewer results.
- Entering less information results in more results.
- Using the Exact check boxes results in fewer results.

1. From within Family Tree, click the **Find** link.

**Important:** You can use the Find feature to look for deceased people only. You cannot use it to look for living people.

 TREE ▾  PERSON ▾  FIND  WATCH LIST

## Discover Your Deceased Ancestors

Full Name

ID Number

First Names

Last Name

Gender

Any ▾

Event

Date

Place

-- Select -- ▾

Father First Names

Father Last Name

Mother First Names

Mother Last Name

Spouse First Names

Spouse Last Name

Find

Advanced Search

|

Clear

2. (Optional) If you know the person's Person Identifier, use this shortcut:
  - a. Click **ID Number**.
  - b. Enter the number.

**Tip:** You can enter the ID number in lowercase letters. You can also omit the hyphen.
  - c. Click **Find**.

The system finds the person whose number matches what you entered and displays him or her on the search results. If the record has been merged with another record, the system tells you what happened and which record you should now use.
  - d. Skip to step 8.
3. In the name fields, enter at least part of the name of the deceased person that you want to find, or enter at least part of the father's name or mother's name.

4. (Optional) Enter any additional information that you want to use to make your search more precise.

**Important:** If you enter dates or places, the system displays a drop-down list of the standardized dates or places that match what you are typing. In the standardized list, if you see the date or place you need, click the date or place to select it. Using standardized dates and places helps clarify the information that you enter. The system also uses the standardized dates and places to find individuals more accurately.

5. (Optional) If you want the system to find only records that contain exactly what you enter in a field, follow these steps:
  - a. Click **Advanced Search**.
  - b. Click the **Exact** check box of each field for which you want an exact search.

For example, if you know a person died in 1850, search using a death event. Enter **1850** in the Date field, and click the **Exact** check box beneath the Date field. The system finds only records of people who died sometime in 1850.

6. Click **Search**.

The system looks for people who match what you entered and displays the first 25 matches on the Search Results page. The people whose records most closely match your search are listed first. People who match less closely are listed after. If the system found more than 25 matching records, to see more records, click the numbered links that are located at the bottom of the list.

Boxes appear at the top of the search results. Each box contains a piece of information that you included in your search. You can use these boxes to change your search criteria.

Person	Events	Parents	Spouse
These results strongly match your search terms. 1-25 of 99 results			
Sarah Moulton LZD8-T9R	birth 14 June 1837, Grandeur, Polk, Iowa, USA death 1 March 1857	Dan Alonza Moulton Adaline Wallace	(Maj) Hoyt Sherman

7. On the list of search results, see if the person is listed.
8. If you see the person that you want, follow these steps:
  - a. Click the name to see the person's summary card.
  - b. Indicate whether you want to go to the person's family tree or details page.
    - To see the person on the tree, click **Tree**.
    - To see the person's details page, click **Person**.
9. If you did not find the person that you want, use the options at the top of the Find page to modify your search:
  - To go back to a blank Find screen, click **New**.
  - To remove a piece of information, click the **X** that appears next to it. The system performs the search again using the remaining information.

- To go back to the Find screen and see the fields as you previously filled them out, click **Refine**.

As you refine searches, consider these strategies:

Strategy	Why It May Work
Provide less information.	<p>The person's record may be in the system, but it may not contain all of the information that you know. Entering less information may help your search criteria match the person's record more closely and increase the likelihood that it will appear near the top of your search results. For example, try these strategies:</p> <ul style="list-style-type: none"> <li>If the name is not common, use only the name.</li> <li>Leave the main name fields blank, and enter only the parents' names or only the spouse's name.</li> <li>Try using only the name and one event, such as a birth date or death date.</li> </ul>
Provide more information or different information.	If the person's record is in the system and has a lot of information, adding more information may help your search criteria more closely match the record.
Conduct an exact search.	Using exact searches on dates and places is especially helpful, since it limits the search results to people who lived in a specific place and time.
Look for a close relative instead.	<p>You might not be able to find the record for several reasons, such as the following:</p> <ul style="list-style-type: none"> <li>The record may not have a lot of information that the system can use for matching.</li> <li>The record may contain information that is very different than what you are looking for.</li> <li>The person might be alive. You cannot use the Find feature to find the records of living people.</li> <li>The person might be deceased, but the record might lack the death information that would let the system publish the record.</li> </ul> <p>In cases like these, look for the record of a close relative instead. Then navigate to the person that you want to find.</p>
Use other alphabets or writing systems.	If the person was from a country that does not use the roman alphabet, such as China, Japan, Korea, or Russia, try looking for the name in the native writing system and in the roman alphabet.

## How the Exact Check Boxes Affect Search Results

The exact search option limits the variations in names, dates, and places that the system considers close enough to include in the search results. It also specifies that the records in your search results must contain the information.

To see the Exact check boxes, click **Advanced Search**. The check boxes appear in each search field where an exact search is allowed:



First and Middle Names		Last Name	
<input type="text"/>		<input type="text"/>	
Gender			
Any <input type="button" value="v"/>			
Event	Year	Place	
-- Select -- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	
<hr/>			
Father, First Names		Father, Last Name	
<input type="text"/>		<input type="text"/>	
Mother, First Names		Mother, Last Name	
<input type="text"/>		<input type="text"/>	
Spouse, First Names		Spouse, Last Name	
<input type="text"/>		<input type="text"/>	
Match all exactly <input type="checkbox"/>			

The following example compares what records are found when you click the **Exact** check box for different fields. In your search, you enter the following information:

First name: **Thomas William**  
 Last name: **Brand**  
 Birth date: **23 June 1896**

The results you get depend on which Exact check boxes you click:

Which Exact Check Boxes You Click	Which Records the System Finds
None	<p>All records with variations of the names Thomas, William, and Brand, regardless of the birth date, and all records with birth dates within a few years of 23 June 1896, regardless of the name, as in these examples:</p> <p>Thomas William Brand, born 23 June 1896            Thomas William Frederick Brand, born 23 June 1896            Thomas William Brand-Jones, born 23 June 1896            Thos. William Brand, born 23 June 1896            Thomas W. Brand, born about 1896            Tom Bill Brannd, born 6 June 1896</p>

Which Exact Check Boxes You Click	Which Records the System Finds
	<p>Tom William Brannnd, no birth date given  Thomas Wm. Brandt, no birth date given  Thomas Brandson, no birth date given  John Wm. Brand, born 23 June 1896  Mathew Dixon Brand, born 23 June 1896</p> <p>Records that match the name and birth date most closely appear higher on the search results. They also have more stars.</p>
First name, last name, and birth date	<p>Only records that contain exactly Thomas and William in the first name, exactly Brand in the last name, and exactly the birth date 23 June 1896, as in these examples:</p> <p>Thomas William Brand, born 23 June 1896  Thomas William Frederick Brand, born 23 June 1896  Thomas William Brand-Jones, born 23 June 1896</p>
Birth date	<p>All records with variations of the names Thomas, William, and Brand and exactly the birth date 23 June 1896, as in these examples</p> <p>Thomas William Brand, born 23 June 1896  Thos. William Brand, born 23 June 1896  Thomas William Frederick Brand, born 23 June 1896  Thomas William Brand-Jones, born 23 June 1896</p>
Last name and birth date	<p>All records with variations of the first names Thomas and William, and the exact last name Brand and exactly the birth date 23 June 1896, as in these examples:</p> <p>Thomas William Brand, born 23 June 1896  Thos. William Brand, born 23 June 1896  Tom Wm. Brand, born 23 June 1896  Thomas Brand, born 23 June 1896</p>

## How the Exact Check Box Affects Finding Names

If you click the **Exact** check box for a name, the system finds records that contain that exact name somewhere in the name field.

For example, if you enter **Carl** in the first name field and click the **Exact** check box, the system finds first names like these:

Carl  
Carl Matthew  
Ivan Carl

## How the Exact Check Box Affects Finding Dates

If you click the **Exact** check box for a date, the system finds records that contain that date or a date that is contained within that date's range.

For example, if you enter **1900** and click the **Exact** check box, the system finds dates like these:

- 1900
- About 1900
- April 1900
- 24 April 1900

This is helpful, for example, when you know that someone died in 1900 but do not know the exact month and day.

Doing an exact search for April 1900 finds any day in April 1900. Doing an exact search for 1900–1905 finds all dates between 1 January 1900 and 31 December 1905 and dates like About 1903 and 1900–1901.

**Important:** As you enter a date, the system displays a list of standard dates. If the date you need is in the list, check the date to select it. Using the standard date improves your search results.

## How the Exact Check Box Affects Finding Places

When you click the **Exact** check box for a place, the system finds records from anywhere within that place's boundaries. For example, if you enter **England** and click the **Exact** check box, the system finds records from anywhere in England.

If you search for **Lincoln County, Wyoming** and click the **Exact** check box, the system finds places like these:

- Lincoln, Wyoming, United States
- Thayne, Lincoln, Wyoming, United States
- Afton, Lincoln, Wyoming, United States

**Important:** As you type a place, the system displays a list of standard places. If the place you need is in the list, click the place to select it. Using the standard place improves your search results.



# Printing Information

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In Family Tree, you can print four-generation pedigree charts, family group records, fan charts, and the content that is displayed on a page.

1. Click **Tree**, and display the person whose information you want to print.
2. To print a fan chart, stay on the tree. If the fan chart is not already displayed, click **Fan Chart**. Then use your browser's print feature to print it.
3. To print a four-generation pedigree chart or a family group record, display the details page of the person that you want.
  - a. On the pedigree view or fan chart view, click the person's name.
  - b. On the person's summary card, click **Person**.
4. Select the item that you want to print:
  - To print a four-generation pedigree chart with this person in the main position, on the right side under Print, click **Tree**.
  - To print a family group record with this person listed as a parent, on the right side under Print, click **Family**.
  - To print a family group record with this person listed as a child, scroll down to the Family Members section, click one of the parents' names, and click **View Person**. The parent's details page appears. On the right side under Print, click **Family**.

A new tab opens in your browser. The requested form is a PDF file, which you can either print directly from your browser or save as a file to your computer.

**Tip:** The printed pedigree chart has boxes for ordinances and a box next to an "F" (for "family group record"). The bottom of the pedigree chart has a list of the ordinance abbreviations and instructions for using the box.

The box next to the "F" helps you connect the pedigree chart to family group records. When you print a family group record for a person, there is a box at the top where you can assign a number or some identifier to the family group record. On the pedigree chart, write that number or identifier in the box next to the "F."

## Using Certified Third-Party Computer Programs to Print Information

You can use certified third-party computer and web programs to print information from Family Tree.

These programs offer wider variety of printing options than the system itself. For example, you can print more generations or different types of charts.

1. For a current list of certified programs, see <https://www.familysearch.org/products>.
2. Look for programs with a check mark. These are certified to work with Family Tree.



# Attaching Sources to People and Relationships

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You can use online records to add richness to the tree. Seeing your ancestor's name on a record can increase your awareness that your ancestors were real people and that you really are connected to them. Adding sources also proves the accuracy of the information in the tree. In Family Tree, you can attach sources to people, couple relationships, and parent-child relationships.

Before you can attach a source to a person or relationship, that source must be in your source box. Your source box stores the sources that you are working with.

You can get a source into your source box in these ways:

- You can enter the source by typing in a title, the web page where it is located online, a citation that shows where the record can be found offline, and a description or other notes about the record.
- You can find a record on familysearch.org, and add it to your source box. When you add a source this way, FamilySearch.org does all of the hard work for you. It creates the source title, web page address, and citation. All you have to do is describe the record or enter any notes that you want. If FamilySearch.org improves any of the information about this source, it makes the changes in Family Tree for you.
- You can find a source that is attached to someone in the tree and add it to your source box for use on your own ancestors.

**Note:** You cannot currently upload an image from your computer for use as a source to FamilySearch. If the source is available online, use the online version. If it is not available online, you can upload the image to a photo sharing site and link to it there. Many products are certified to host images and sources for Family Tree. To see a current list of certified products, go to [FamilySearch.org/products](https://www.familysearch.org/products), and look for applications that are certified for "Connect."

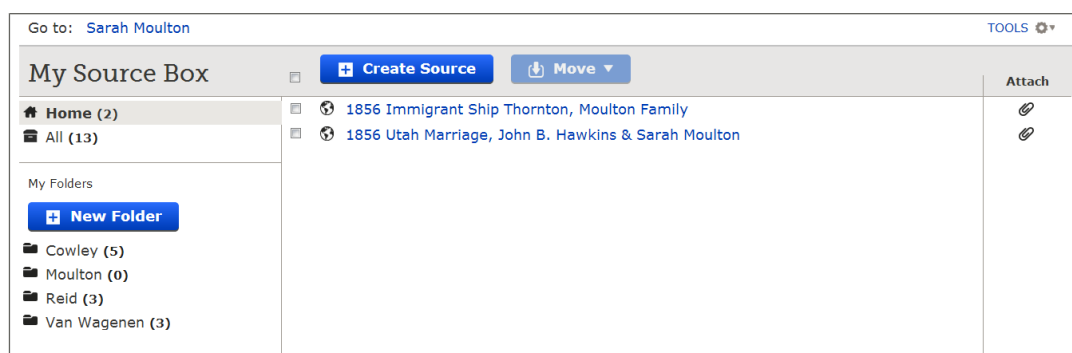
If you choose to link to websites outside of FamilySearch and its certified products, be aware of the following:

- You may have to submit a link to one of these sites for approval before you can use it in Family Tree.
- Some of these websites may be filtered at locations where computers or Internet connections are available for public use.

Each person, couple relationship, and parent-child relationship can have up to 1,000 sources.

1. On the fan chart or pedigree view, click the person to whom you want to attach the source.  
The person's summary card appears.
2. To attach a source to the person, on the summary card, click **Sources**.  
Or to attach the source to a relationship that this person is in, follow these steps to display the relationship:

- a. On the summary card, click **Person**.  
The person's details page appears.
  - b. On the person's details page, click the **Family** link in the header. (Or scroll down to the Family Members section.)
  - c. If the source is attached to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife.  
Or if the source is attached to a parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears.
  - d. Scroll down to the Sources section of the relationship.  
The Sources section appears.
3. In the Sources section, click **Go to Source Box**.  
Your source box appears.



The source box opens to the Home section, which contains the sources that have not yet been assigned to a folder and that have not yet been attached to an ancestor.

4. If needed, open another section of your source box:
  - To see the sources in a folder, click the folder's name.
  - To see all of the sources in your source box, click **All**.
5. Attach the source:
  - If the source is already in your source box, find the source in your source box, and click the **Attach** link that is to the right of the source's title. You can also click the source's title, and then click the **Attach** link.
  - If the source is not in your source box, click **Create Source**, enter the source's title and other information, and click **Save and Attach**.

**Note:** The websites (URLs) that you link to are reviewed to make sure they contain content that is appropriate for inclusion in Family Tree:

- If you enter a website that is already approved for use in Family Tree, you can save the source and proceed as normal.
- If you enter a website that is not approved by FamilySearch, the system prompts you to submit the URL for review. When the URL is approved, you will be notified by e-mail. You will then need to come back into Family Tree and re-create the source. This typically happens when you link to a personal blog, a photo sharing site, Google documents, or another site where posted content is not monitored.
- If you enter a website that has already been determined to be inappropriate, you cannot save the source.



6. Enter a reason that indicates what this source proves and why it is being attached.  
Focus your reason on the facts that the source proves. Be polite and factual. This field is not the place for lengthy discussions or debates. If the facts require debate or discussion, use the discussion feature instead.
7. Click **Attach**.  
If you want to save this source but do not want to attach it, click **Cancel**. The source is saved in your source box and will be available for your use from now on.
8. (Optional) If you are attaching the source to a person and want to tag the source as pertaining to the person's name, gender, birth, christening, death, or burial, follow these steps:
  - a. Click the source's title.
  - b. Click **Tag**.



- c. Click the **check box** of each tag that you want to select or deselect.
  - d. Click the **Tag** button that is located at the bottom of the drop-down list.
9. To close the details box, click .

The source is saved. If you attached it to the person, the title appears in the Sources section of the person's details page. If you attached it to a relationship, the title shows in the Sources section of that relationship.

If you tagged the source to the person's name or other vital information, the source's title appears with that information. For example, if you tagged the source to a person's name, the source appears when you click the person's name in the Vital Information section.

Name  
Sarah Moulton

Edit | Close

Reason This Information Is Correct  
All primary sources for Sarah Moulton indicate her name is Sarah Moulton and do not include a middle name. Those sources include her christening record in Irchester in 1837, immigration records, emigration records, her marriage in the Salt Lake City 14th ... [More](#)

Modified | [History](#)  
5 June 2012 by [J. B. Hawkins](#)

---

Sources | Tag 2

1837 England Christening Record, Sarah Moulton (1837-1885)

1885 Utah Obituary, Sarah Moulton (1837-1885)

## Adding Sources to Your Source Box

### Your Source Box

Your source box contains the sources that you want to attach to your ancestors. It lets you reuse sources instead of retyping a source each time you need to use it.

You can add up to 10,000 sources in your source box. However, most people find that having too many sources makes it hard to find the one they need. Use these hints to manage your source box effectively.

- In your source box, keep only the sources that you need for the ancestors that you are currently working on. Your source box is not intended to be a place to permanently store every source that you have ever created.
- After you attach a source to every ancestor that needs it, remove it from your source box.
- Use folders to organize your sources into groups. For example, you could create a folder for all of the sources about a specific family line. When you open that folder, you can see a much smaller set of sources and more easily find the one that you want. You can have up to 50 folders in your source box.

Go to: [Sarah Moulton](#)
TOOLS

My Source Box

Create Source
Move

Attach

Home (2)
All (13)

My Folders
New Folder
Cowley (5)
Moulton (0)
Reid (3)
Van Wagenen (3)

1856 Immigrant Ship Thornton, Moulton Family
1856 Utah Marriage, John B. Hawkins & Sarah Moulton

## Typing a New Source into Your Source Box

You can add a source to your source box by typing in its title, web page, citation, and notes.

1. On the fan chart or pedigree view, click the person to whom you want to attach the source.  
The person's summary card appears.
2. To attach to source to the person, on the summary card, click **Sources**.  
Or to attach the source to a relationship that this person is in, follow these steps to display the relationship:
  - a. On the summary card, click **Person**.  
The person's details page appears.
  - b. On the person's details page, click the **Family** link in the header. (Or scroll down to the Family Members section.)
  - c. If the source is attached to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife.  
Or if the source is attached to a parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears.
  - d. Scroll down to the Sources section of the relationship.  
The Sources section appears.
3. Click **Create a New Source**.  
The fields where you enter information about the source appear:

## Create a Source

Identify the record you have found. This will be called a "Source."

**Source Title** (Required)

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

**Web Page** (Link to the Record)

Example: [http://www.uk1841census.com/census\\_online.htm](http://www.uk1841census.com/census_online.htm)

**Where the Record Is Found** (Citation)

Example: UK Census, 1841, Arbroath, Perth, Scotland. Population schedule. Dwelling address. Federal archive. Digital Image

**Describe the Record** (Notes)

Example: Hugh S. Smith Family Page 7. Lines 23–27. Arbroath, Scotland. UK Census 1841 Father: Robert Smith. Mother: Helen Strachen. Children: Hugh Sidley Smith, Robert Smith.

**Save** **Cancel**

4. Enter the information for the source.

The Source Title is required. When you put the cursor in a field, the example text disappears, and you can enter your own text.

The citation and notes can contain up to 5K of text.

5. Click **Save**.

This source is saved to your source box and will be available for you to use until you remove it from your source box.

6. Enter a reason that indicates what this source proves and why it is being attached.

Focus your reason on the facts that the source proves. Be polite and factual. This field is not the place for lengthy discussions or debates. If the facts require debate or discussion, use the discussion feature instead.

7. Click **Attach**.

If you want to save this source but do not want to attach it, click **Cancel**.


The source is saved in your source box and will be available for your use from now on.


## What to Enter in Source Fields

When you enter your own sources into your source box, you enter important information about that source. This information helps you and others understand what the source

is, where to find it, and how to understand its reliability. A source can either link to an online record or simply be a citation that tells you where to find a copy of the record.

An example of a source with a link might look like this:


**1856 Utah Marriage, John B. Hawkins & Sarah Moulton**
Close ✕

[View](#) | [Edit](#) | [Detach](#) | [Tag](#) 

url  
<http://www.flickr.com/photos/26002036@N04/6288020588/>

Citation  
 Record of members 1856-1909, Church of Jesus Christ of Latter-day Saints, Salt Lake City Fourteenth Ward (Utah), Family History Library, Salt Lake City Utah. FHL microfilm 026695

Notes  
 Ward Recording Book, Page 1, Row 1, John B. Hawkins & Sarah Moulton, Married 5 Dec 1856 by Bishop Abraham Hoagland. Image 1 of 2.

Reason This Source Is Attached | [Edit](#)  
 This marriage record provide names, marriage date and marriage place information.

Modified  
 20 March 2012 by [LUT NEWCOMB](#)

The websites (URLs) that you link to are reviewed to make sure they contain content that is appropriate for inclusion in Family Tree:

- If you enter a website that is already approved for use in Family Tree, you can save the source and proceed as normal.
- If you enter a website that is not approved by FamilySearch, the system prompts you to submit the URL for review. When the URL is approved, you will be notified by e-mail. You will then need to come back into Family Tree and re-create the source. This typically happens when you link to a personal blog, a photo sharing site, Google documents, or another site where posted content is not monitored.
- If you enter a website that has already been determined to be inappropriate, you cannot save the source.

If a source is not online but you have a citation, you can leave the Web Page field blank and enter information in the other fields.

**Important:** When you add a source, describe the one that you actually use. Whenever possible, use the actual source and not an abstract or index. But if you do use an abstract or index, cite it and not the actual record.

### ***Guidelines for Entering a Source's Title***

Enter a title that will help you recognize this specific record later.

#### **Example**

"Utah Death Certificates, 1904-1956," Helen M. Richards (1909)

## ***Guidelines***

Source titles are often the only information that you see about a source. You usually have to click to see the citation and other details. Good titles accurately identify sources and help you recognize the one you want in your source box. The following guidelines will help you write good, useful source titles:

- The source title is required.
- The source title must have between 5 and 100 characters.
- Include details that distinguish this specific record from other records that are about the same people or that are from the same collection of records. The following types of information are especially helpful:
  - The type of record.
  - The names of people or families named in the record.
  - Dates, places, and other information that identify this record.
- Include the official name of the collection of records that the source came from. If you are using an unpublished source that has no official title, create a descriptive title.
- If the record contains information about many different members of a family, create a title that lets you reuse the source. You want to find a balance between making a source specific enough to be meaningful and general enough to be reusable.

## ***Order of Details in a Source Title***

In Family Tree, source title is the first piece of information that you see about a source, so it should clearly communicate what the record is. Clarity is much more important than the order of the words in a title.

The word order matters more to people who record their genealogical information in an offline database. In an offline database, the sources must remain in the database. As a result, many users have long, alphabetical list of sources. To help themselves manage their lists of sources, many users adopt a naming pattern for source titles, such as entering the year or the last name and first name first. This helps them find a specific source within that long, alphabetical list.

In Family Tree, by contrast, your list of sources should remain relatively short. After you attach a source to all of the people and relationships where it is needed, you should remove it from your source box. The sources remain attached to the people in the tree regardless of whether that source is still in your source box.

## ***Guidelines for Entering Information into a Source's "Where the Record Is Found (Citation)" Field***

Enter information that will help people find this source again, even if the website where it now is goes down.

### **Example**

"Utah Death Certificates, 1904-1956," index and images, FamilySearch (<http://FamilySearch.org> : accessed 15 April 2012), Helen M. Richards, 1909; citing Utah State Department of Health; FHL microfilm 2,229,322.

### Guidelines

- Enter as much information as you can. You will never regret adding too much information. The following are useful types of information to include:
  - The name of the book or collection that the record is part of
  - The name of the person or institution that created the record
  - Who published the record
  - Where the collection is located
- Many different style guides explain how to cite sources. Use one if you find it helpful. In English, a comprehensive style guide for how to cite sources for family history is: Mills, Elizabeth Shown. *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*. Revised edition. Baltimore: Genealogical Publishing Co., 2009.
- If you do not have a style guide, simply enter what you know in the best way that you can.
- You can copy citations from the index entries in FamilySearch.org, the Family History Library Catalog, and the FamilySearch Research Wiki.

### Guidelines for Entering Information into a Source's "Describe the Record" Field

Enter any other information that will help others understand or find the information in this record.

#### Example

Certificate number 1759; Family History Library microfilm number 2229322

### Guidelines

In notes, it is often useful to include the following types of information:

- Fees required to access the record.
- A transcription of the record, particularly if the image is located on a site that requires a fee or subscription for access.
- A translation if the information is in a language that your relatives may not read.

### Copying a Source

If you need a source that is similar to one that you have already created, you can copy a source that is in your source box, and then change the copy.

Copying a source is also useful if you want to change the title or citation of a source that you obtained from FamilySearch.org. You cannot change the title, URL, or citation of the FamilySearch source, but you can change the copy.

1. If your source box is not already open, open it:
  - a. On the Family Tree, click a person's name.
  - b. On the person's summary card, click **Sources**.
  - c. Click **Go to Source Box**.
2. Click the title of the source that you want to copy.
3. Click **Copy**.

The source's details appear in fields where you can edit them.

4. Make the needed changes.

If you do not change the title yourself, the system adds the words "Copy of" to the title for you.

5. Save the copy:

- If you want to save the copy and attach it to the person that you started from, click **Save and Attach**.
- If you want to save the copy in your source box without attaching it, click **Save**.

Your source box reappears. The source that you copied is now in the list.

If you are using folders, move the copied source into the folder where it belongs.

## Adding a Record from FamilySearch.org to Your Source Box

When you find a record on FamilySearch.org, you can add it to your source box and then attach it to people and relationships in Family Tree.

Citing records from FamilySearch.org has some important advantages:

- When you add a source from FamilySearch.org, FamilySearch.org does all of the hard work for you. It creates the source title, URL, and citation. All you have to do is enter any notes that you want.
  - If FamilySearch.org improves any of the information about this source, it makes the changes in Family Tree for you.
  - On FamilySearch.org, the URL will persist. The URLs found on other websites often change or become unavailable.
1. On FamilySearch.org, display the index page for the record that you want to add to your source box.



◀ Back to Search Results Copy Print

### Sarah Moulton, "England, Births and Christenings, 1538-1975"

Name:	Sarah Moulton
Gender:	Female
Christening Date:	23 Apr 1837
Christening Place:	Irchester, Northampton, England
Birth Date:	
Birthplace:	
Death Date:	
Name Note:	
Race:	
Father's Name:	<a href="#">Thomas Moulton</a>
Father's Birthplace:	
Father's Age:	
Mother's Name:	<a href="#">Esther</a>
Mother's Birthplace:	
Mother's Age:	
Indexing Project (Batch) Number:	I04637-5
System Origin:	England-EASy
GS Film number:	1999465
Reference ID:	it 1

**Sources**

[+ Add to My Source Box](#)

[Go to My Source Box](#)

No image available

[Search collection](#)

[About this collection](#)

**Citing this Record**

"England, Births and Christenings, 1538-1975," index, *FamilySearch* (<https://familysearch.org/pal:/MM9.1.1/JQHF-DV7> : accessed 11 Apr 2013); Sarah Moulton, 23 Apr 1837.

## 2. Click **Add to My Source Box**.

The source is saved in your source box and will be available for your use from now on.

## Adding a Source That Is Already Created into Your Source Box

When you review information in Family Tree, you may see a source that should also be attached to other people in Family Tree. You can quickly add this source to your source box so that you can attach it to the other people without having to retype it.

You can add any source in Family Tree to your source box, no matter who added it.

1. On the fan chart or pedigree view, click a person to whom the source is attached. The person's summary card appears.
2. If the source is attached to the person, on the summary card, click **Sources**.  
Or if the source is attached to a relationship that this person is in, follow these steps to display the relationship:
  - a. On the summary card, click **Person**.  
The person's details page appears.
  - b. On the person's details page, click the **Family** link in the header. (Or scroll down to the Family Members section.)
  - c. If the source is attached to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife.  
Or the source is attached to a parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears.
  - d. Scroll down to the Sources section of the relationship.  
The Sources section appears.
3. Click the title of the source that you want to add to your source box.  
The source's details appear.

4. Click **View**.

The source's details appear:

Go to: [Previous Page](#)
MY SOURCE BOX 
TOOLS

### 1856 Utah Marriage, John B. Hawkins & Sarah Moulton

[Show Details](#) | [Report Abuse](#)

Source Title (Required)  
**1856 Utah Marriage, John B. Hawkins & Sarah Moulton**

Web Page (Link to the Record)    Go to the web page  
<http://www.flickr.com/photos/26002036@N04/6288020588/>

Where the Record Is Found (Citation)  
**Record of members 1856-1909, Church of Jesus Christ of Latter-day Saints, Salt Lake City Fourteenth Ward (Utah), Family History Library, Salt Lake City Utah. FHL microfilm 026695**

Notes  
**Ward Recording Book, Page 1, Row 1, John B. Hawkins & Sarah Moulton, Married 5 Dec 1856 by Bishop Abraham Hoagland. Image 1 of 2.**

#### Latest Changes

**Title Changed**  
27 Dec 2011  
by [unlabeled](#)

**Title Changed**  
8 Nov 2011  
by [unlabeled](#)

**Note Changed**  
27 Oct 2011  
by [unlabeled](#)

[Show all](#)

#### Attached To

Couple Relationship  
husband  
[John Bennett Hawkins](#)  
KWNK-3BW  
wife  
[Sarah Moulton](#)  
KWNK-3B7

Couple Relationship

Person  
person  
[Sarah Moulton](#)  
KWNK-3B7

[Show all](#)

5. Click **My Source Box**.

6. Click **Add to My Source Box**.

7. Click **OK**.

The source is saved in your source box and will be available for your use from now on.

## Adding, Changing, and Removing Tags from Sources

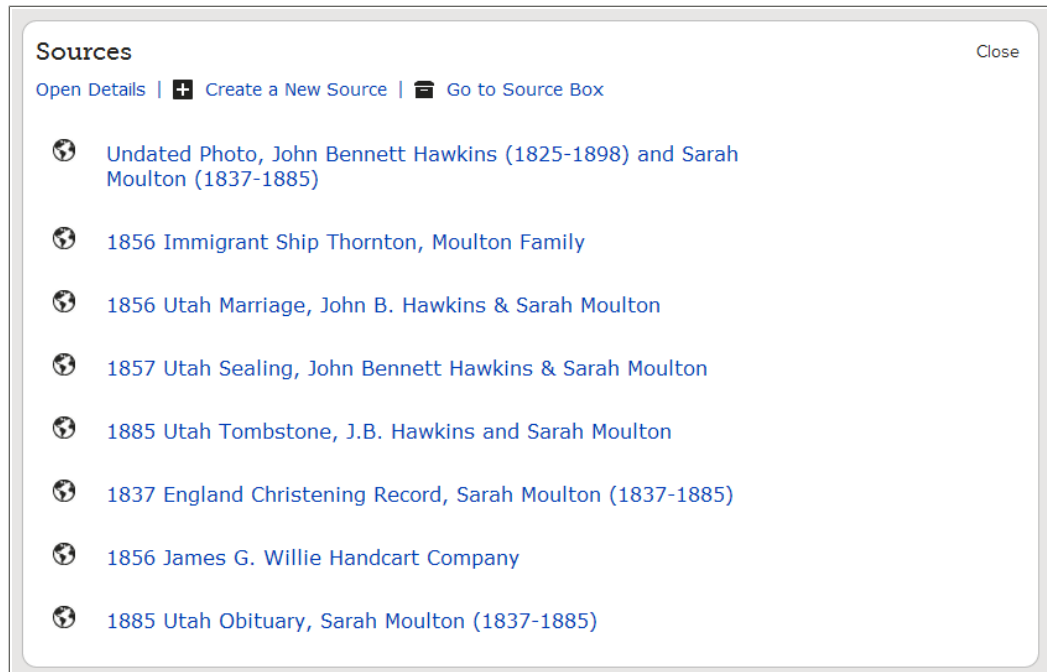
To associate a source to a specific piece of information about a person, you add tags to the source. For example, you can add tags to a birth certificate to indicate that it provides the person's name, gender, and birth date and place. After tags have been added, you can change and remove them.

Anyone can add tags to any source in Family Tree.

These tags let Family Tree display a particular source with the information that it proves. For example, a source that is tagged to a birth event shows up with that birth event.

**Tip:** Instead of tagging a source for marriages and relationships, you should add those types of sources directly to couple relationships (marriages) and parent-child relationships.


1. On the fan chart or pedigree view, click the person's name.
2. On the summary card, click **Sources**.



3. Click the source's title.  
The source's details appear.
4. Select the tags that you want to use:
  - a. Click **Tag**.




- b. Click the **checkbox** of each tag that you want to select or deselect.

- c. Click the **Tag** button that is located at the bottom of the drop-down list.
5. To close the details box, click .

The source's title appears with the vital information that you tagged it to. For example, if you tagged the source to a person's name, the source appears when you click the person's name in the Vital Information section.

Name

Sarah Moulton

Edit | Close 

Reason This Information Is Correct


All primary sources for Sarah Moulton indicate her name is Sarah Moulton and do not include a middle name. Those sources include her christening record in Irchester in 1837, Immigration records, emigration records, her marriage in the Salt Lake City 14th ... [More](#)


Modified | History

5 June 2012 by [L. L. H. H. H. H.](#)

---

Sources | Tag 2

 1837 England Christening Record, Sarah Moulton (1837-1885)

 1885 Utah Obituary, Sarah Moulton (1837-1885)

## Correcting and Improving Sources

### Editing Sources

If you can provide a more complete or correct description of a source, you can edit that source, whether you originally entered it or not. You can also edit the source's justification.

The system keeps a history of all changes made to a source. If someone makes a change that you do not agree with, you can restore a previous version of the source. If you want to be notified if anyone changes a person's sources, watch that person. (On the person's summary card, click **Watch**.) If you want to be notified when the source itself changes, watch the source. (To watch a source, on the summary card, click **Sources**; click the source title; click the **View** link below the title; click **Tools**; and click **Watch**.) The same notification email lists changes to both people and sources.

**Tip:** You can also edit any source from your source box. With your source box open, just click the title of the source that you want to edit. Click **View**, and start with step 6.

1. On the fan chart or pedigree view, click a person to whom the source is attached. The person's summary card appears.
2. If the source is attached to the person, on the summary card, click **Sources**.  
Or if the source is attached to a relationship that this person is in, follow these steps to display the relationship:
  - a. On the summary card, click **Person**.  
The person's details page appears.

- b. On the person's details page, click the **Family** link in the header. (Or scroll down to the Family Members section.)
- c. If the source is attached to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife.  
Or the source is attached to a parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears.
- d. Scroll down to the Sources section of the relationship.  
The Sources section appears.
3. Click the source's title.  
The source's details appear.
4. Review the source's details.
5. If you still want to make a change, click **View**.  
The source's edit page appears:

Go to: [Previous Page](#)
MY SOURCE BOX
TOOLS

## 1856 Utah Marriage, John B. Hawkins & Sarah Moulton

[Show Details](#) | [Report Abuse](#)

Source Title (Required)  
**1856 Utah Marriage, John B. Hawkins & Sarah Moulton**

Web Page (Link to the Record)    Go to the web page  
<http://www.flickr.com/photos/26002036@N04/6288020588/>

Where the Record Is Found (Citation)  
**Record of members 1856-1909, Church of Jesus Christ of Latter-day Saints, Salt Lake City Fourteenth Ward (Utah), Family History Library, Salt Lake City Utah. FHL microfilm 026695**

Notes  
**Ward Recording Book, Page 1, Row 1, John B. Hawkins & Sarah Moulton, Married 5 Dec 1856 by Bishop Abraham Hoagland. Image 1 of 2.**

### Latest Changes

**Title Changed**  
27 Dec 2011  
by [\[User\]](#)

**Title Changed**  
8 Nov 2011  
by [\[User\]](#)

**Note Changed**  
27 Oct 2011  
by [\[User\]](#)

[Show all](#)

### Attached To

**Couple Relationship**  
husband  
[John Bennett Hawkins](#)  
KWNK-3BW  
wife  
[Sarah Moulton](#)  
KWNK-3B7

**Couple Relationship**

**Person**  
person  
[Sarah Moulton](#)  
KWNK-3B7

[Show all](#)

6. Depending on what you want to do next, click the appropriate items:
  - To change information that was previously entered about the source, click the information, review it, and then click its **Edit** link.
  - To add information that the source currently lacks, click the **Add...** link that appears where the missing information should go.

For some sources, you can edit only the Notes field. If you find a source like this, it means that it was created when a user of FamilySearch.org found a record, added it to his or her source box, and then attached it to a person in Family Tree. During this process, FamilySearch.org automatically created the source's title, web page, and citation. When FamilySearch.org improves the titles, web page, and citations that it creates, it will automatically make these same changes to the source in Family Tree.

7. Make your change or add the new information. Be sure to add a reason for your changes.

The websites (URLs) that you link to are reviewed to make sure they contain content that is appropriate for inclusion in Family Tree:

- If you enter a website that is already approved for use in Family Tree, you can save the source and proceed as normal.
- If you enter a website that is not approved by FamilySearch, the system prompts you to submit the URL for review. When the URL is approved, you will be notified by e-mail. You will then need to come back into Family Tree and re-create the source. This typically happens when you link to a personal blog, a photo sharing site, Google documents, or other site where posted content is not monitored.
- If you enter a website that has already been determined to be inappropriate, you cannot save the source.

8. Click **Save**.

9. To close the details box, click .

To return to previous screens, use the **Go to** links that are located beneath the FamilySearch tree logo.

## Detaching Sources from People and Relationships

If you find that a source should not be attached to a person, you can detach it. You can detach any source, no matter who added it. You can also detach the same source from more than one person without going to each person separately.

Detaching a source removes it from the person or relationship. If that source is attached to other people, it remains attached to them. The source also remains in the source box of the contributor who added the source unless that contributor has deleted it from his or her source box.

If you want to be notified when a source changes, click the **Watch** option for a person where the source is attached. The notification e-mail lists changes to sources.

1. On the fan chart or pedigree view, click a person to whom the source is attached. The person's summary card appears.
2. If the source is attached to the person, on the summary card, click **Sources**.  
Or if the source is attached to a relationship that this person is in, follow these steps to display the relationship:
  - a. On the summary card, click **Person**.  
The person's details page appears.
  - b. On the person's details page, click the **Family** link in the header. (Or scroll down to the Family Members section.)
  - c. If the source is attached to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife.  
Or the source is attached to a parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears.
  - d. Scroll down to the Sources section of the relationship.  
The Sources section appears.
3. Click the source's title.  
The source's details appear.
4. Detach the source:

Option	Description
<b>You want to detach a source from this person or relationship only.</b>	Click <b>Detach</b> .
<b>You want to detach the same source from more than one person or relationship.</b>	<ol style="list-style-type: none"> <li>1. Click <b>View</b>.</li> <li>2. In the box that lists everyone that this source is attached to, click <b>Show All</b>. (This box is located on the left side of the screen.)</li> <li>3. Click the <b>Detach</b> button for each person that you want to detach the source from.</li> </ol>

5. When the system asks if you are sure, click **Yes**.

To return to previous screens, use the **Go to** links that are located beneath the FamilySearch tree logo.

## Seeing and Undoing the Changes Made to a Source

Family Tree tracks changes to a source's title, web page (URL), citation, and notes. If someone makes a change that you do not agree with, you can use the change history list to restore a previous version of the source. You can undo changes made to any source, regardless of whether you created the source or made the change.

1. On the fan chart or pedigree view, click a person to whom the source is attached. The person's summary card appears.
2. If the source is attached to the person, on the summary card, click **Sources**.  
Or if the source is attached to a relationship that this person is in, follow these steps to display the relationship:
  - a. On the summary card, click **Person**.  
The person's details page appears.
  - b. On the person's details page, click the **Family** link in the header. (Or scroll down to the Family Members section.)
  - c. If the source is attached to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife.  
Or the source is attached to a parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears.
  - d. Scroll down to the Sources section of the relationship.  
The Sources section appears.
3. Click the source's title.  
The source's details appear.
4. Click **View**.  
The source's edit page appears:

Go to: [Previous Page](#)
MY SOURCE BOX
TOOLS

## 1856 Utah Marriage, John B. Hawkins & Sarah Moulton

[Show Details](#) | [Report Abuse](#)

Source Title (Required)  
**1856 Utah Marriage, John B. Hawkins & Sarah Moulton**

Web Page (Link to the Record)    Go to the web page  
<http://www.flickr.com/photos/26002036@N04/6288020588/>

Where the Record Is Found (Citation)  
**Record of members 1856-1909, Church of Jesus Christ of Latter-day Saints, Salt Lake City Fourteenth Ward (Utah), Family History Library, Salt Lake City Utah. FHL microfilm 026695**

Notes  
**Ward Recording Book, Page 1, Row 1, John B. Hawkins & Sarah Moulton, Married 5 Dec 1856 by Bishop Abraham Hoagland. Image 1 of 2.**

### Latest Changes

**Title Changed**  
27 Dec 2011  
by [\[User\]](#)

**Title Changed**  
8 Nov 2011  
by [\[User\]](#)

**Note Changed**  
27 Oct 2011  
by [\[User\]](#)

[Show all](#)

### Attached To

Couple Relationship  
husband  
[John Bennett Hawkins](#)  
KWNK-3BW  
wife  
[Sarah Moulton](#)  
KWNK-3B7

Couple Relationship

Person  
person  
[Sarah Moulton](#)  
KWNK-3B7

[Show all](#)

5. In the box that lists recent changes made to this source, click **Show All**. The source's change history appears.

Go to: [Previous Page](#)
TOOLS

## 1856 Utah Marriage, John B. Hawkins & Sarah Moulton

### All Recent Changes

Information	Details	
<b>Title Changed</b> by <a href="#">[User]</a> 27 December 2011	Title <b>1856 Utah Marriage, John B. Hawkins &amp; Sarah Moulton</b>	Current
<b>Title Changed</b> by <a href="#">[User]</a> 8 November 2011	Title <b>1856 Utah Marriage, John B. Hawkins &amp; Sarah Moulton, 14th Ward SLC</b>	<a href="#">Restore</a>
<b>Note Changed</b>	<b>Note</b>	Current

6. Find the change that shows the correct information, and click its **Restore** button. If a change does not have a Restore button, then you cannot undo that change. For example, the following types of entries do not have Restore buttons:
- Entries that identify the current information that is shown in Family Tree. You do not need to restore what is already there.
  - The entry that identifies when the information was first added to Family Tree. You can recognize these because of a description that says something like, "Source Created." If this source should not be attached to the person, you do not use the change history to fix the problem. Instead, you detach the source.
7. When the system asks if you are sure, click **Yes**.

To return to previous screens, use the **Go to** links that are located beneath the FamilySearch tree logo.



## Managing Your Source Box

### Using Folders to Organize Your Source Box

In your source box, sources are listed in the order that you created them. This can make it hard to find the exact one that you want. Use folders to organize your sources into meaningful groups, thus making it easy to find the exact source that you need.


You can have up to 50 folders in your source box. A source can be in only one folder at a time. Choose folder names that will help you find a source when you need it. Here are some ideas for types of folder names that you might want to use:


- The type of record. For example, you could have separate folders for census records and birth certificates.
- The names of the ancestors that the source is about. If you need to distinguish between ancestors with similar names, include birth years or other information.
- The name of the family line that the source pertains to.
- The name of the places where the record was created.


It may take some time to figure out the way that works best for you. But do not be afraid of making a mistake. As you learn what works best for you, you can change folder names, move sources to different folders, and delete folders that you no longer need.

1. If your source box is not already open, open it:
  - a. On the Family Tree, click a person's name.
  - b. On the person's summary card, click **Sources**.
  - c. Click **Go to Source Box**.
2. To create a new folder, follow these steps:
  - a. Click **New Folder**.  
An empty field appears in the list of folders.
  - b. Enter a name for the folder.

My Folders

 **New Folder**



- c. Click .
- Folders are listed in alphabetical order.
3. To move a source into a folder, click the source, and use your mouse to move it to the folder. You can also follow these steps:
 

**Tip:** A source can be in only one folder at a time in your source box.

    - a. In the list of sources, click the **check box** that is next to the source's title. To select all of the sources at once, click the check box that is located above the list of sources.
    - b. Click **Move**.

A list of your folders appears.



- c. From the resulting list of options, click the name of the folder where you want the sources to be moved to.

The number of sources in that folder appears in parentheses next to the folder's name.

## Renaming Folders in Your Source Box

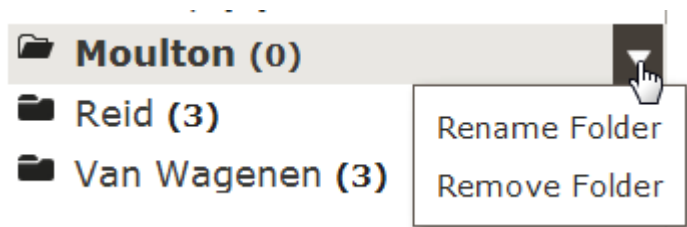
If you think of a more useful name for the folder or need to correct a typing error, you can rename a folder in your source box.

**Tip:** To quickly rename a folder, click the folder name twice, and skip to step 5.

1. If your source box is not already open, open it:
  - a. On the Family Tree, click a person's name.
  - b. On the person's summary card, click **Sources**.
  - c. Click **Go to Source Box**.
2. To select the folder that you want to rename, click its name once.  
A triangle appears to the right of the folder name. The list of sources shows only the sources in that folder.



3. Click the **triangle** that is next to the folder name.  
A list of options appears.




4. From the resulting list of options, click **Rename Folder**.

The name of the folder appears within a field that you can now edit.

### My Folders



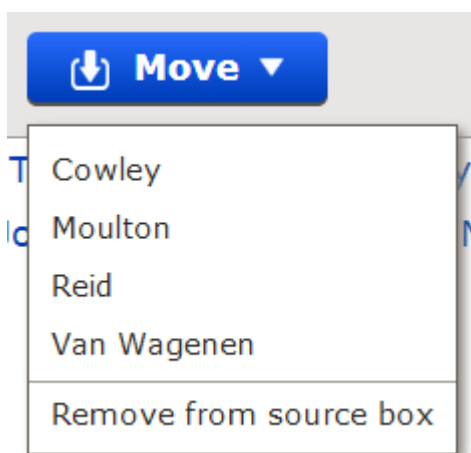
✖

5. Enter a new name for the folder.
6. To save the new folder name, click .

## Deleting Unneeded Folders from Your Source Box

When you no longer need a folder in your source box, you can delete it.

1. If your source box is not already open, open it:
  - a. On the Family Tree, click a person's name.
  - b. On the person's summary card, click **Sources**.
  - c. Click **Go to Source Box**.
2. If the folder that you want to delete still contains sources, either move the sources to a different folder, or remove the sources from your source box. Follow these steps:
  - a. In the list of sources, click the **check box** that is next to the title of the source.
  - b. Click **Move**.  
A list of options appears.



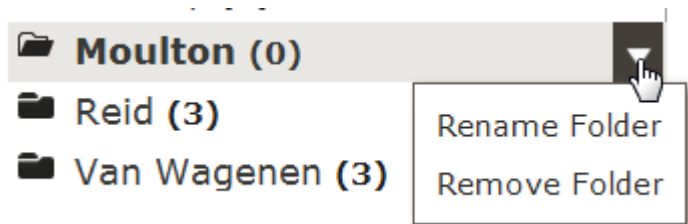
- c. Select the option that you want:
  - To keep the source and move it to a different folder, select that folder's name.
  - To keep the source but not put it into a folder, select **All Sources**.
  - If you are finished using the source and want to remove it from your source box, select **Remove from Source Box**.

3. When the folder is empty, follow these steps to delete it:

- a. Click the folder's name once.  
A triangle appears to the right of the folder name.



- b. Click the **triangle**.  
A list of options appears.



- c. Click **Remove Folder**.

The folder disappears from your source box.

## Removing Sources from Your Source Box

After you attach a source to all of your ancestors that it mentions, remove it from your source box. The source will stay attached to all of the people and relationships that you attached it to. If you do not remove sources from your source box, your source box will eventually become so large that you cannot find what you need in it.

If you find that you have been using a source that should not be attached to anyone that you have attached it to, you should delete the source instead of removing it from your source box.

**Tip:** If you remove a source from your source box and later discover that you need to attach it to more people, you can add the source back into your source box without retyping it. Simply find a person who already has that source, and click the source's title, and click **View**. Then click the **My Source Box** option, which is located in the upper right part of your screen. Select **Add to My Source Box**.

1. If your source box is not already open, open it:
  - a. On the Family Tree, click a person's name.
  - b. On the person's summary card, click **Sources**.
  - c. Click **Go to Source Box**.
2. To remove just one source, follow these steps:
  - a. Click the title of the source that you want to remove.
  - b. Click **Remove**.
3. To remove more than one source at a time, follow these steps:
  - a. Click the **check box** of each source that you want to remove. To remove all of the sources at once, click the **check box** that is located above the list of sources.
  - b. Click **Move**.  
A list of your folders appears. The option to remove sources is at the bottom.

- c. Click **Remove from Source Box**.
4. When the system asks if you are sure, click **Yes**.

## Deleting Sources from Family Tree

When you delete a source, it is automatically deleted from your source box and from every person and relationship that you attached it to.

You can delete a source only if you created it. If you find a source that is attached to the wrong person or relationship but you did not actually create the source, you can detach it instead. Whenever you detach a source, be sure to provide a clear explanation of your reasons.

The system does not keep track of source deletions in its change history. If you delete a source and then find that you need it back, you have to enter it again. You will then have to reattach it to every person and relationship that needs it. Therefore, delete a source only if you do not want it attached to any of your ancestors.

If you do not want to delete a source, you may find these features useful instead:

- If you attached a source to the wrong person or relationship, detach it. Do not delete it.
  - After you have attached a source to every person and relationship that needs it, remove it from your source box. The source remains attached to the people and relationships, but it no longer appears in your source box. Removing sources that you no longer need makes it easier to manage the sources that you are currently using.
1. If your source box is not already open, open it:
    - a. On the Family Tree, click a person's name.
    - b. On the person's summary card, click **Sources**.
    - c. Click **Go to Source Box**.
  2. Find the source that you want:
    - If your source box contains just a few sources, read through your list until you find it. If your list has more than one page, click the numbered links at the bottom to see other pages.
    - If you have organized your sources into folders, click the name of the folder where the source is located.
  3. Click the title of the source that you want to delete.  
The source's details appear.
  4. Click the source's **View** link.  
The source's edit page appears:

Go to: [Previous Page](#)
MY SOURCE BOX
TOOLS

## 1856 Utah Marriage, John B. Hawkins & Sarah Moulton

[Show Details](#) | [Report Abuse](#)

Source Title (Required)  
**1856 Utah Marriage, John B. Hawkins & Sarah Moulton**

Web Page (Link to the Record)    Go to the web page  
<http://www.flickr.com/photos/26002036@N04/6288020588/>

Where the Record Is Found (Citation)  
**Record of members 1856-1909, Church of Jesus Christ of Latter-day Saints, Salt Lake City Fourteenth Ward (Utah), Family History Library, Salt Lake City Utah. FHL microfilm 026695**

Notes  
**Ward Recording Book, Page 1, Row 1, John B. Hawkins & Sarah Moulton, Married 5 Dec 1856 by Bishop Abraham Hoagland. Image 1 of 2.**

### Latest Changes

**Title Changed**  
27 Dec 2011  
by [\[User\]](#)

**Title Changed**  
8 Nov 2011  
by [\[User\]](#)

**Note Changed**  
27 Oct 2011  
by [\[User\]](#)

[Show all](#)

### Attached To

Couple Relationship  
husband  
[John Bennett Hawkins](#)  
KWNK-3BW  
wife  
[Sarah Moulton](#)  
KWNK-3B7

Couple Relationship

Person  
person  
[Sarah Moulton](#)  
KWNK-3B7

[Show all](#)

5. Click **Delete Source**.

This link appears only if you created the source.

6. When the system asks if you are sure, click **Yes**.

To return to previous screens, use the **Go to** links that are located beneath the FamilySearch tree logo.

## Seeing a List of the People a Source Is Attached To

One source sometimes contains information about many different people. Before you change or delete a source, it can be helpful to see a list of the people it is attached to.

- On the fan chart or pedigree view, click a person to whom the source is attached. The person's summary card appears.
- If the source is attached to the person, on the summary card, click **Sources**.  
Or if the source is attached to a relationship that this person is in, follow these steps to display the relationship:
  - On the summary card, click **Person**.  
The person's details page appears.
  - On the person's details page, click the **Family** link in the header. (Or scroll down to the Family Members section.)
  - If the source is attached to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife.  
Or the source is attached to a parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears.
  - Scroll down to the Sources section of the relationship.  
The Sources section appears.

- Click the source's title.  
The source's details appear.


**1856 Utah Marriage, John B. Hawkins & Sarah Moulton**
Close

[View](#) | [Detach](#) | [Report Abuse](#) | [Tag](#) 0

url  
<http://www.flickr.com/photos/26002036@N04/6288020588/>

Citation  
 Record of members 1856–1909, Church of Jesus Christ of Latter-day Saints, Salt Lake City Fourteenth Ward (Utah), Family History Library, Salt Lake City Utah. FHL microfilm 026695

Notes  
 Ward Recording Book, Page 1, Row 1, John B. Hawkins & Sarah Moulton, Married 5 Dec 1856 by Bishop Abraham Hoagland. Image 1 of 2.

---

Reason This Source Is Attached | [Edit](#)  
 This marriage record provides name, birth and relationship information. It also establishes the correct marriage date and place.

Modified  
 20 March 2012 by [John B. Hawkins](#)

- Click **View**.  
On the right side of the screen is a box that lists all of the people that the source is attached to.

Go to: [Previous Page](#)
MY SOURCE BOX
TOOLS

**1856 Utah Marriage, John B. Hawkins & Sarah Moulton**  
[Show Details](#) | [Report Abuse](#)

Source Title (Required)  
**1856 Utah Marriage, John B. Hawkins & Sarah Moulton**

Web Page (Link to the Record)    Go to the web page  
<http://www.flickr.com/photos/26002036@N04/6288020588/>

Where the Record Is Found (Citation)  
 Record of members 1856-1909, Church of Jesus Christ of Latter-day Saints, Salt Lake City Fourteenth Ward (Utah), Family History Library, Salt Lake City Utah. FHL microfilm 026695

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**Latest Changes**

**Title Changed**  
 27 Dec 2011  
 by [John B. Hawkins](#)

**Title Changed**  
 8 Nov 2011  
 by [John B. Hawkins](#)

**Note Changed**  
 27 Oct 2011  
 by [John B. Hawkins](#)

[Show all](#)

**Attached To**

Couple Relationship  
 husband  
[John Bennett Hawkins](#)  
 KWNK-3BW  
 wife  
[Sarah Moulton](#)  
 KWNK-3B7

Couple Relationship

Person  
 person  
[Sarah Moulton](#)  
 KWNK-3B7

[Show all](#)

5. If the source is attached to more people than can be listed in the box, click **Show All** to see the entire list.

## Reporting Abuse in Sources

If a source contains content that you feel should not be included in the system, a system administrator can review it. If it is found to be inappropriate, the administrator can then delete it.

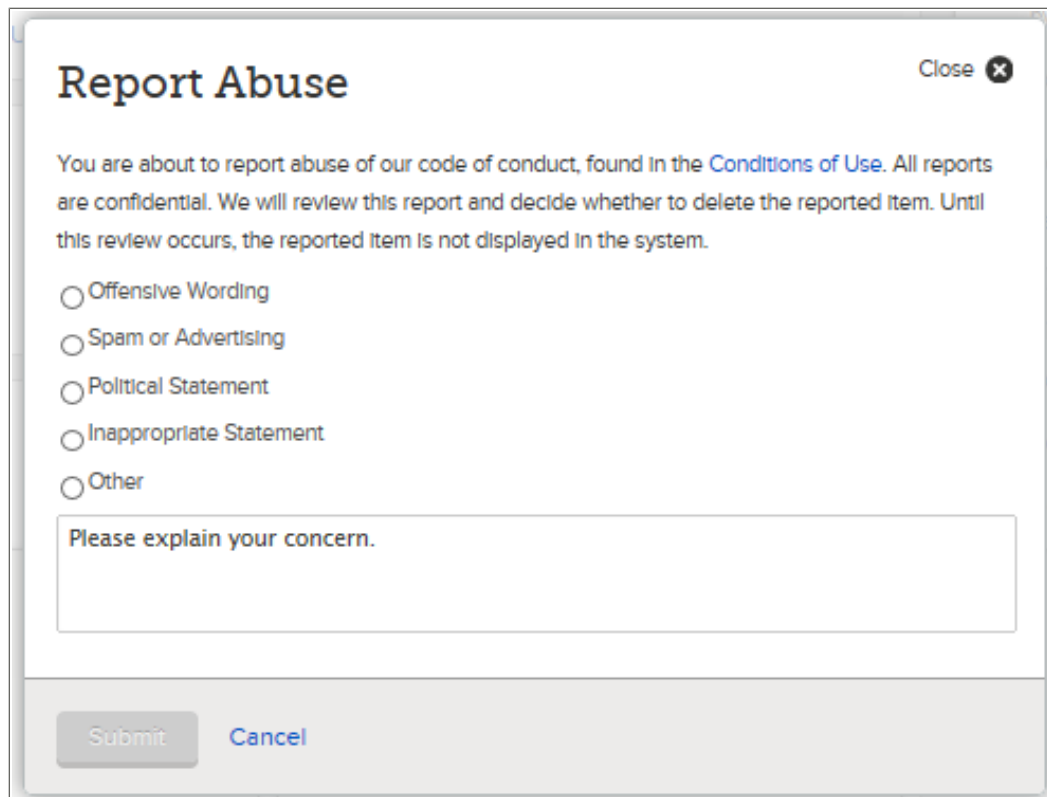
Types of inappropriate discussions or comments to report might include the following:

- Offensive or abusive language or content
- Information that might harm or embarrass living relatives
- Links to external web pages with inappropriate content
- Solicitations for business or research services

**Important:** Please use the **Report Abuse** link to notify FamilySearch Support about inappropriate sources. Do not use it to report inaccurate sources. You can edit any source that you feel is incomplete or incorrect. You can detach any source that does not contain information about the person to whom it is attached.

1. On the fan chart or pedigree view, click a person to whom the source is attached.  
The person's summary card appears.
2. If the source is attached to the person, on the summary card, click **Sources**.  
Or if the source is attached to a relationship that this person is in, follow these steps to display the relationship:
  - a. On the summary card, click **Person**.  
The person's details page appears.
  - b. On the person's details page, click the **Family** link in the header. (Or scroll down to the Family Members section.)
  - c. If the source is attached to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife.  
Or the source is attached to a parent-child relationship, hover your mouse cursor over the child's name. Click the **Edit Relationship** link that appears.
  - d. Scroll down to the Sources section of the relationship.  
The Sources section appears.
3. Click the source's title.  
The source's details appear.
4. Click the item's **Report abuse** link.





**Report Abuse** Close ✕

You are about to report abuse of our code of conduct, found in the [Conditions of Use](#). All reports are confidential. We will review this report and decide whether to delete the reported item. Until this review occurs, the reported item is not displayed in the system.

☐ Offensive Wording  
☐ Spam or Advertising  
☐ Political Statement  
☐ Inappropriate Statement  
☐ Other

Please explain your concern.

5. Click the reason that you feel the item is a problem.  
If you click **Other**, please enter your specific concern.
6. Click **OK**.  
The system indicates that FamilySearch Support has received your report. This message also lists the email address to which a response will be sent.
7. To close the message, click **OK**.

A system administrator reviews your concerns. If your user profile contains an email address, you will receive an email to explain what actions were taken.

## Why Sources Are Valuable

Sources indicate where the information in the tree came from. They add richness and credibility to the information in the tree.

Examples of sources include government and church records, cemeteries, your own memory, the memory of others, and so forth. Sources provide you with the following benefits:

- They increase your sense of connection to your ancestors and their place in history.
- They allow you to evaluate the reliability of your information. For example, an original record created near the time when an event occurred is probably more reliable than a biography written after the event. Knowing the source can help you identify information that you want to verify with other types of records.
- They provide a history of the sources you have examined. You can then focus research efforts on sources that have not yet been used.

- They help you evaluate conflicting information. When you find conflicting information, such as two different birth dates for the same person, you can use your sources to determine which one is the most likely to contain the correct information.
- They acknowledge work done by others.

## Sources in Family Tree

A source is a historical record, such as a picture, journal, Bible, document, or other item that contains evidence about your family history. A citation is a reference that describes what the source is and how to find it. Sources are critical to the genealogical process for documentation and discovery.



Like all information in Family Tree, all users can create sources, attach them to people and relationships, edit, and detach them. This allows sources to be improved. Family Tree provides features that can help prevent incorrect changes to sources:

- Changes made to sources are recorded in a change history. From there, the changes can be undone if needed.
- You can also “watch” sources and receive e-mail notifications if they change.

In Family Tree, it is recommended that you create one source for each image or citation that you use. For example, if you find three families in the 1910 U.S. census, and each family is on a different image within the census, create one source for each image. It is not possible to create one source for the entire 1910 census and add a different link for each family that you find in that census.

## Source Icons

Family Tree uses different icons to indicate whether a source is available on familysearch.org or another website.

Icon	What It Means
	The source links to a record that is on familysearch.org.
	The source is either available on another website, or it does not contain a web address (URL). It may contain a citation and other information to help you find the source offline.

# Merging Duplicate Records

---

When you find duplicate records in Family Tree, you can merge them or indicate that they are not matches. To see possible duplicates, display the person's details page. The system lists the possible duplicates that it found. If you know the ID number of a duplicate that is not listed, you can also merge using the ID numbers.

During a merge, you do the following:

- See all of the information and relationships from both persons.
- Compare each piece of information and each relationship.
- Choose which information to keep and which to discard.

After you have identified the information to keep, Family Tree will do the following:

- Keep the original record.
- Add to the original record the information that you selected from the duplicate record.
- Remove and archive the duplicate record.
- Record these actions on the change history so that they can be undone if needed.

To prevent incorrect merges, Family Tree has a “not-a-match” feature. With this feature, you indicate that two persons are not matches. You can enter a reason to explain how you know. If you indicate that two persons are not a match, the system no longer suggests them as possible matches. This will help prevent bad matches from occurring.

When you indicate that persons are not a match, they are placed on the person's Not a Match list. Later on, a person can be removed from the Not a Match list. The records can also be re-examined and merged if needed.

- Before you merge records, consider doing the following:
  - Review the reason statements, sources, and discussions on the person's record. Know what pieces of information are already well documented and explained.
  - If possible, have a well-documented genealogical database, book, or other resource that you can refer to.

**Tip:** You might find this information in the User-Submitted Genealogies section of FamilySearch.org. To find out, open another tab in your browser. Go to FamilySearch.org, click **Search**, click **Genealogies**, and search for the person. You can have the Family Tree in one tab and the user-submitted genealogy in another.

- Have a piece of paper and pencil to keep notes on. After you do a merge, you may need to make more corrections, enter reason statements, attach sources, start a discussion, contact a previous contributor, or do more research.
- Click a piece of information to see its contributor and reason statements. For example, to see reason statements for a person's name, click the name.

To merge duplicate records, follow these steps:

1. Open the details page of the person whose record should be kept after the merge is done.
  - a. On the tree, click the person's name.

- The summary card appears.
- b. On the person's summary card, click **Person**.  
The person's details page appears.
  2. Near the top right, under **Tools**, click **Possible Duplicates**.  
A list of possible duplicates appears.

Go to: John David Wunderlich

Person: John David Wunderlich, 9QPY-18F

Events: birth: 22 Nov 1793, Pennsylvania; death: after 1850, Seneca, Ohio, U.S.A.

Parents:

Spouse: Nancy Laman

Possible Duplicates Merge by ID Not a Match

Possible Duplicates for John David Wunderlich

Matching People (2 results)

Person	Events	Parents	Spouse	
John David Wunderlich MYDH-2V8			Nancy Layman	Review Merge Not a Match
John Pratt M2GS-BQF			Sarah Wetzel	Review Merge Not a Match

3. If you can easily tell that someone on the list is not a match, click its **Not a Match** option.
4. To review a duplicate that is on the list, click its **Review Merge** button to compare the information.

To merge a duplicate that is not on the list, follow these steps:

- a. Click **Merge by ID**.

**Tip:** Some duplicate records cannot be merged. If the system has already identified possible duplicates that cannot be merged, they are listed beneath the list of possible duplicates. Before you merge by ID, check that list to make sure that the records you plan to merge can be merged.

The ID number of the person you started from is automatically entered into the Current Person ID field. This is the record that will be kept if you merge the records.

Possible Duplicates Merge by ID Not a Match

## Merge by ID

Current Person ID Possible Duplicate ID

9QPY-18F

Continue

- b. If you want to keep a different record, or if you want to merge records for a different person, delete the number that is in the Current Person ID field, and enter the one that you want. Use uppercase letters. Include the hyphen.
- c. In the Possible Duplicate ID field, enter the ID number of the duplicate record that should be deleted after the merge. Use uppercase letters. Include the hyphen.

d. Click **Continue**.

If you or another user has indicated that the possible duplicate is not a match for the current person, you see a message stating that fact.

The merge screen appears.

**Merge Persons**

**John David Wunderlich**  
9QPY-18F  
22 November 1793 – after 1850

**John David Wunderlich**  
MYDH-2V8  
Deceased

Vitals | Other | Family | Sources

John David Wunderlich and information remaining in this column are deleted at the end of the merge process.

**Vital Information**  
Open Details

Left Profile	Right Profile	Action
Name Birth Name John David Wunderlich	Name Birth Name John David Wunderlich	✓ Replace   ⊗ Reject
Gender Male	Gender Male	✓ Replace   ⊗ Reject
Birth 22 Nov 1793 „Pennsylvania		
Death after 1850 Seneca, Ohio, U.S.A.	Death Deceased	✓ Replace   ⊗ Reject
Burial Dec 1862 Elmore, Millbrook, Peoria, IL, USA		

**Other Information**  
Open Details

Left Profile	Right Profile
Alternate Name Birth Name	

Sometimes a message appears stating that the merge can be done only if you switch the records. This happens if the record on the left has restrictions that would prevent it from being deleted after the merge. Simply click the button that switches the records, and continue the process as written.

5. Compare each piece of information on the left with the information on the right. Indicate what to do with the information on the right.

Option	Description
<b>Add</b>	Click <b>Add</b> to add the information from the record on the right to the record on the left.
<b>Replace</b>	Click <b>Replace</b> to replace the information on the left with the information on the right. (This moves more complete or accurate information to the record on the left.)
<b>Reject</b>	Click <b>Reject</b> if the information on the right is not correct or is less complete than the information on the left.

**Remember:** When you are done, the person and the information on the left will be kept in Family Tree. The information that is on the right will be deleted. You want to make sure that the more complete and accurate information appears on the left so that it will be kept.

**Important:** If the name, birth, or other information is the same on both records, click them to display more information. They probably have different reason statements. Keep the version with the best reason statement.

When considering whether to replace a spouse, child, or parent, if available, click **More**, and look at the following information.

- A spouse includes the name, the marriage date and place, and any sources for the marriage.
- A child includes the name, the relationship (biological, adopted, and so forth), and any sources for the relationship.
- A parent includes the names of both parents, the relationship, and any sources for the relationship.

You can either add all of the sources from the duplicate record or reject all of them. If only some of the sources in the duplicate record are correct, keep them all. Then go back to the record, and detach or edit the incorrect sources.

Discussions are not merged. Only the discussions from the record on the left are saved with the record.

6. If the records are about the same person, at the bottom click **Continue**.

If the records are not about the same person, click **Not a Match**.

The merge confirmation appears.

7. Enter a reason why the merge is correct, and click **Finish Merge**.

The record will be updated with the information you chose to add or replace. The duplicate record will be archived. A note will appear in the change history documenting the merge so it can be undone if needed.

## Resolving Common Merge Situations

As you merge records, you have to decide what information to keep and what to reject.

Situation	What to Do
The duplicate record contains a more accurate or complete piece of information.	Click <b>Add</b> or <b>Replace</b> to move the information to the record being kept.

Situation	What to Do
The duplicate record contains information that is not correct.	Do not move the information over to the record being kept. Click <b>Reject</b> . Before you finish the merge, make sure that all incorrect information remains on the right side of the screen.
The duplicate record contains a nickname or other name variation that should be preserved.	Write down the name from the duplicate record. After you finish merging the record, add the name as an Alternate name in the person's Other Information section.
One record contains an accurate date. The other contains an accurate place. Neither record contains both the correct date and place.	<ol style="list-style-type: none"> <li>1. Click the information to see the contributor and reason statement.</li> <li>2. Keep the version that is easiest to correct. If one version has a good reason statement, keep that version. It is often easier to enter a date or place than it is to write a clear reason statement.</li> <li>3. Write down what corrections you need to make after the merge is done.</li> </ol>
Both records contain different versions of a piece of information, but you do not know which is accurate.	<ol style="list-style-type: none"> <li>1. Keep the most reasonable version. Reasonable information fits with the time, the place, and the family data that you already know is accurate.</li> <li>2. Keep notes so that you know what further research to conduct about this person after you complete the merge.</li> <li>3. Enter your concerns in the reason statement for the merge.</li> <li>4. Enter your concerns in the person's discussions.</li> </ol>
The duplicate record contains duplicate spouses and children.	<ol style="list-style-type: none"> <li>1. For each duplicate person, click <b>Accept</b> or <b>Add</b> to move him or her to the record that is being kept.</li> <li>2. Finish the merge.</li> <li>3. Go to the spouse's record, and merge the duplicates.</li> <li>4. Go to the records of each child, and merge the duplicates.</li> </ol>
The duplicate record contains duplicate parents.	<ol style="list-style-type: none"> <li>1. For each duplicate person, click <b>Accept</b> or <b>Add</b> to move him or her to the record that is being kept.</li> <li>2. Finish the merge.</li> <li>3. Go to the record of each parent, and merge the duplicates.</li> </ol>

Situation	What to Do
The duplicate record contains spouses, children, or parents that are not accurate.	Do not move the information over to the record being kept.
The record being kept contains spouses, children, or parents that are not accurate.	Return to the person's record. Delete the relationships to the wrong spouses, children, or parents.
One or both records contain inaccurate sources.	<ol style="list-style-type: none"><li>1. Finish the merge.</li><li>2. Go back to the person's details page.</li><li>3. Detach or edit incorrect sources.</li></ol>
The duplicate record appears to be about a completely different person.	<ol style="list-style-type: none"><li>1. Scroll to the bottom.</li><li>2. Click <b>Not a Match</b>.</li></ol>

## Records That Cannot Be Merged

Some records in Family Tree cannot be merged.





You cannot merge records in the following situations:

- The gender on one record is male, and the other is female.
- One record indicates the person is alive; the other is deceased.
- Both records come from the membership records of The Church of Jesus Christ of Latter-day Saints.
- One of the records came from new.familysearch.org, where it has been combined with too many other records.
- The duplicate record has already been deleted due to another merge.
- One of the records has restrictions that would prevent it from being changed.

If Family Tree has already identified possible duplicates that cannot be merged, they appear beneath the list of possible duplicates:





Go to: [Joseph Curtis Cowley](#)


Person	Events	Parents	Spouse
 <b>Joseph Curtis Cowley</b> KWC3-MQF	birth 27 October 1869, Logan, Ca... death 19 July 1942, Venice, Sevie...	 Charles Ceasar...  Eleanor Carolin...	 Minnie Ann Wall

### Possible Duplicates for Joseph Curtis Cowley

Matching People (2 results)

Person	Events	Parents	Spouse
 <b>Joseph W Cowley</b> MNWH-VFR ●●●●●	birth 1870, Glenwood, Sevier, Utah, ...		<input type="button" value="Review Merge"/> Not a Match
 <b>Joseph Willard Cowley</b> M7J9-WKF ●●○○○	birth 1873, Venice, Sevier, Utah, Uni...		<input type="button" value="Review Merge"/> Not a Match

Can't Be Merged At This Time (1 result)

Person	Events	Parents	Spouse
 <b>Joseph William Cowley</b> K271-PX1 ●●●●●	birth 7 July 1870, Logan, Cache, Uta...		Not a Match


## Undoing a Merge

When records are merged, one record remains in Family Tree. The other is deleted and stored in an archive for a period of time. If the merge needs to be undone, and if the preserved record was not changed after the merge, then you can undo the merge. If the record was changed, restore the archived person instead.

If the record has been deleted permanently, you cannot undo the merge.

- Open the details page of the person whose record was merged:
  - On the tree, click the person's name.  
The summary card appears.
  - On the person's summary card, click **Person**.  
The person's details page appears.
- In the Latest Changes box, click **Show all**.  
A list of all the changes appears. Changes that resulted from a merge are identified with a gray bar along the left side of the list.

Go to: John David Wunderlich



John David Wunderlich

9QPY-18F

22 November 1793 – after 1850

All Changes

Information

Details


MERGE

Merge Completed 12 April 2013 by <a href="#">John David Wunderlich</a>	Surviving Person <a href="#">John David Wunderlich</a>	Deleted Person <a href="#">John David Wunderlich</a>	<div>Unmerge</div>
Mother Relationship Type Added 12 April 2013 by <a href="#">John David Wunderlich</a>	Mother Relationship Type Biological <a href="#">Show Relationship</a>		<a href="#">Reference</a>
Father Relationship Type Added 12 April 2013 by <a href="#">John David Wunderlich</a>	Father Relationship Type Biological <a href="#">Show Relationship</a>		<a href="#">Reference</a>
Father Added 12 April 2013 by <a href="#">John David Wunderlich</a>	Father <a href="#">John David Wunderlich</a> 1793-1850 <a href="#">Show Relationship</a>		<a href="#">Reference</a>


3. Find the name of the deleted person, and click **Unmerge**.  
A screen appears on which you can see the records that were merged.

Unmerge

Close



John David Wunderlich  
9QPY-18F  
22 November 1793 – after 1850



John David Wunderlich  
MYDH-2V8  
Deceased

Name  
John David Wunderlich

Name  
John David Wunderlich

Birth  
22 Nov 1793  
„Pennsylvania

Birth

Death  
after 1850  
Seneca, Ohio, U.S.A.

Death

Reason These People Were Merged

Reason This Unmerge is Correct

Explain why these people should be unmerged.

Unmerge

Cancel

- Enter a reason that explains why this merge should be undone.
- Click **Unmerge**.

The record of the deleted person is restored.

If the two records are not about the same person, and if the records appear in the list of possible duplicates, review the duplicates again. This time, select the **Not a Match** option.

## Restoring a Record That Was Deleted after a Merge

When records are merged, one record remains in Family Tree. The other is deleted and then stored in an archive for a period of time. If the merge needs to be undone, and if the preserved record was changed after the merge, then you have to restore the archived record.

If the record has been deleted permanently, you cannot restore it.

- Open the details page of the person whose record was merged:

- a. On the tree, click the person's name.  
The summary card appears.
  - b. On the person's summary card, click **Person**.  
The person's details page appears.
2. In the Latest Changes box, click **Show all**.  
A list of all the changes appears. A merge often causes multiple changes. All the changes that resulted from the merge will be grouped in a box.

MERGE			
Merge Completed 12 April 2013 by Lyndee Von Weging	Surviving Person John David Wunderlich	Deleted Person John David Wunderlich	
Mother Relationship Type Added 12 April 2013 by Lyndee Von Weging	Mother Relationship Type Biological <a href="#">Show Relationship</a>		<a href="#">Reference</a>
Father Relationship Type Added 12 April 2013 by Lyndee Von Weging	Father Relationship Type Biological <a href="#">Show Relationship</a>		<a href="#">Reference</a>
Father Added 12 April 2013	Father John David Wunderlich		<a href="#">Reference</a>

3. In the change history, click the name that is listed beneath Deleted Person.

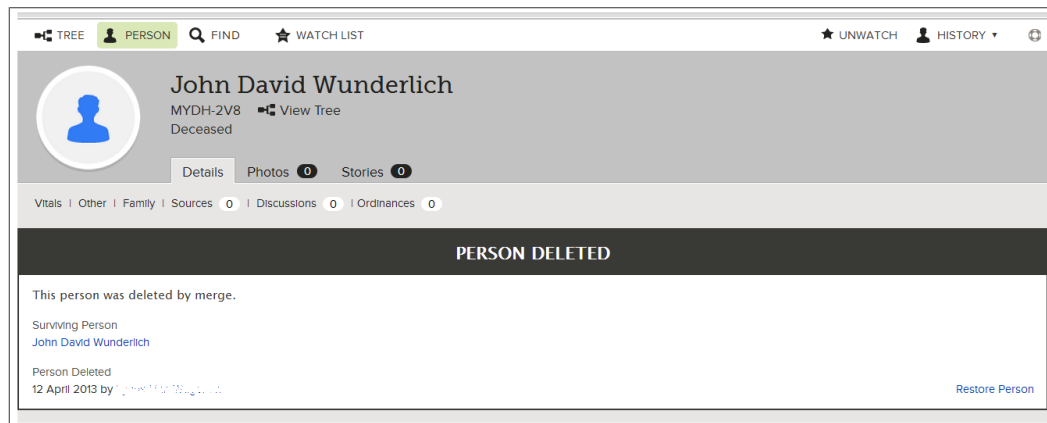

**John David Wunderlich**  
MYDH-2V8 ☆ Watch  
BIRTH  
DEATH Deceased

Deleted Person  
[John David Wunderlich](#)

PERSON DELETED

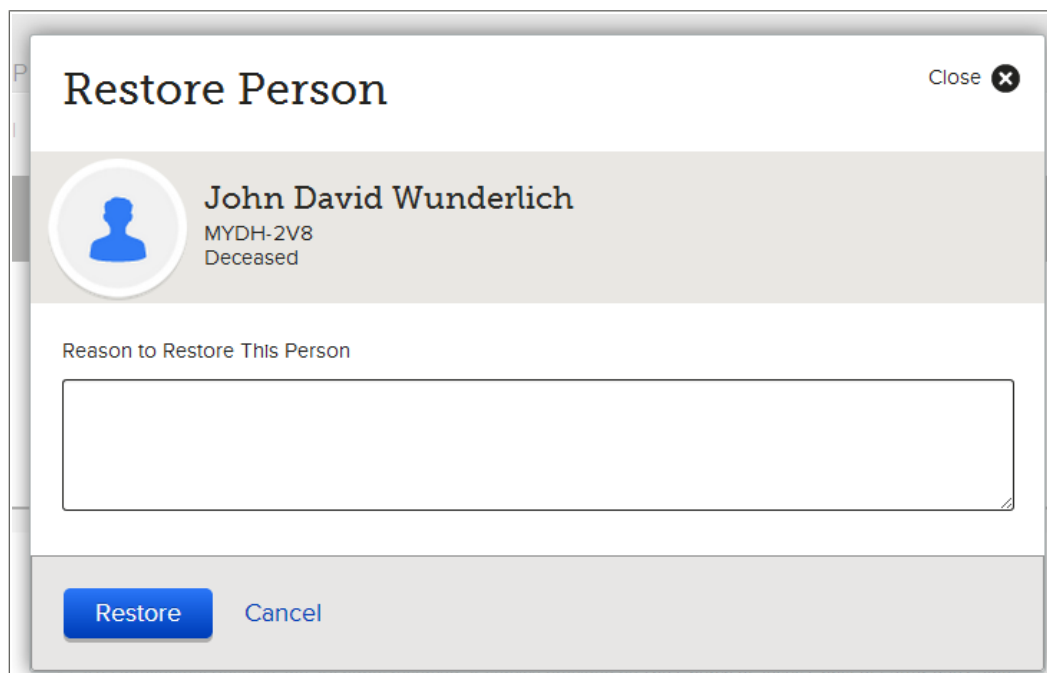
 PERSON

4. Click **Person**.  
A box appears to indicate that the record was deleted by merge. It also lists the date when the record was deleted, the name of the user who did the merge, and the reason for the merge. Before this box appears, the screen looks the same as if it were going to display the person's details page. It may take a few seconds for the box to appear.



5. Click **Restore Person**.

A message appears to let you enter a reason for restoring the record.



6. Enter a reason to explain why you are restoring this person.

7. Click **Restore**.

The record is restored, and the person's details page appears.

If the two records are not about the same person, and if the records show up in the list of possible duplicates, review the duplicates again. This time, select the **Not a Match** option.

## Indicating Two Records Are Not a Match

When someone indicates that two records are not a match, Family Tree no longer suggests them as possible duplicates.

If later you find that the two records are a match, you can review the match again and, if needed, remove it from the not a match list.

To indicate that possible duplicates are not a match, display the person's details page.

1. Open the person's details page.
  - a. On the tree, click the person's name.  
The summary card appears.
  - b. On the person's summary card, click **Person**.  
The person's details page appears.
2. Near the top right, in the Tools box, click **Possible Duplicates**.  
A list of possible duplicates appears.

The screenshot shows the details page for John David Wunderlich. At the top, there are tabs for 'Person', 'Events', 'Parents', and 'Spouse'. The 'Person' tab is selected, showing a summary card with the name 'John David Wunderlich' and ID '9QPY-18F'. Below this, there are three buttons: 'Possible Duplicates', 'Merge by ID', and 'Not a Match'. The 'Possible Duplicates' button is highlighted. Below the buttons, the section 'Possible Duplicates for John David Wunderlich' is displayed. It shows 'Matching People (2 results)'. The first result is 'John David Wunderlich' with ID 'MYDH-2V8' and a 'Review Merge' button. The second result is 'John Pratt' with ID 'MZGS-BQF' and a 'Review Merge' button. Both results are marked as 'Not a Match'.

3. You can either compare the information between the possible duplicate and this person, or you can indicate they are not a match.
  - If you know that the two persons are not a match, click **Not a Match**.
  - If you want to compare the information, click **Review Merge**.  
Compare the information on the left with the information on the right. If the records are about different people, at the bottom, click **Not a Match**.
4. Enter a reason why these records are not a match, and click **Not a Match**.  
The person no longer appears as a possible duplicate.

## Removing a Record from the Not a Match List

When you indicate that persons are not a match, they are placed on the person's Not a Match list. If a record should not be on this list, you can either move it back to the list of possible duplicates or compare and merge the records.

1. Open the details page of the person whose Not a Match list you want to see.
  - a. On the tree, click the person's name.  
The summary card appears.
  - b. On the person's summary card, click **View Person**.

The person's details page appears.

2. Near the top right, under **Tools**, click **Possible Duplicates**.  
A list of possible duplicates appears.
3. Click the **Not a Match** tab.  
The records that have been identified as not matching this person are listed.

Go to: John David Wunderlich

Person: John David Wunderlich, 9QPY-18F  
 Events: birth: 22 Nov 1793, Pennsylvania; death: after 1850, Seneca, Ohio, U.S.A.  
 Parents: Spouse: Nancy Laman

Possible Duplicates Merge by ID Not a Match

### Not a Match for John David Wunderlich

These people have been marked as not a match. (3 results)

Person	Events	Parents	Spouse
Not a Match 11 April 2013 By [User Name]	David Wonderly 9H39-7LK <a href="#">Show Details</a>		<a href="#">Review Merge</a> May Be a Match
Not a Match 9 October 2012 By [User Name]	John Pratz K26Y-FSZ <a href="#">Show Details</a>		<a href="#">Review Merge</a> May Be a Match
Not a Match 11 April 2013 By [User Name]	David Wonderly KCCM-BP2 <a href="#">Show Details</a>		<a href="#">Review Merge</a> May Be a Match

4. If you want to move a person back to the list of possible duplicates, follow these steps:
    - a. Click the person's **May Be a Match** link.
    - b. Enter a reason why you think this record may be a match.
    - c. Click **May Be a Match**.  
The person moves to the list of possible matches.
- Or if you want to compare and merge the records, follow these steps:
- a. Click the person's **Review Merge** button.  
The merge screen appears. The rest of the process works the same as merging duplicate records. You can review the record and either merge it or indicate it is not a match.
  - b. If the records are not about the same person, click **Not a Match**.  
The merge confirmation appears.

[Go Back to Previous Step](#)

### Merge Persons Confirmation

**John David Wunderlich**  
9QPY-18F  
22 November 1793 – after 1850

**John David Wunderlich**  
MYDH-2V8  
Deceased

John David Wunderlich and information remaining in this column are deleted at the end of the merge process.

[Vitals](#) | [Other](#) | [Family](#) | [Sources](#)

#### Vital Information

[Close Details](#)

Name  
Birth Name  
John David Wunderlich

Modified  
15 June 2012 by [User Name]

#### Reason This Merge Is Correct

Explain why you feel this merge is correct.

[Finish Merge](#) [Cancel](#)

- c. Enter a reason why the merge is correct, and click **Finish Merge**.

The record will be updated with the information you chose to add or replace. The duplicate record will be archived. A note will appear in the change history documenting the merge so it can be undone if needed.

## **Fixing Incorrectly Combined Records from new.FamilySearch.org**

Tools are being developed for Family Tree that will allow incorrectly combined records to be corrected in the near future.



# Working with Other Users

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One of the advantages of having your family history online is the ability to work with close or distant relatives. You can work together to make the information about your shared history as complete and correct as possible.

So that you can work with others, make sure that your user profile contains a valid email address where you can be contacted. Also make sure that your user profile settings are set to allow contact by at least one method (mail, telephone, or email).

You can work with others in these ways:

- You can contact the user who contributed information about a person or family.
- You can participate in discussions.
- You can “watch” people in the tree. The system sends you a weekly email to notify you if changes occurred.

## Appropriate Use of Contact Information and Discussions

Please keep all interactions with other users polite and appropriate to the purpose of the FamilySearch website.

For example, when you participate in discussions or contact another user directly, do not include the following types of information:

- Offensive or abusive language or content
- Information that might harm or embarrass living relatives
- Links to external web pages with inappropriate content
- Solicitations for business or research services

For more information, please see the [Conditions of Use](#).

## Seeing Contributor Information

Family Tree keeps track of who adds, changes, and deletes information. You can quickly display that contributor’s contact information if he or she allows it to be displayed.

You can contact other users under these circumstances:

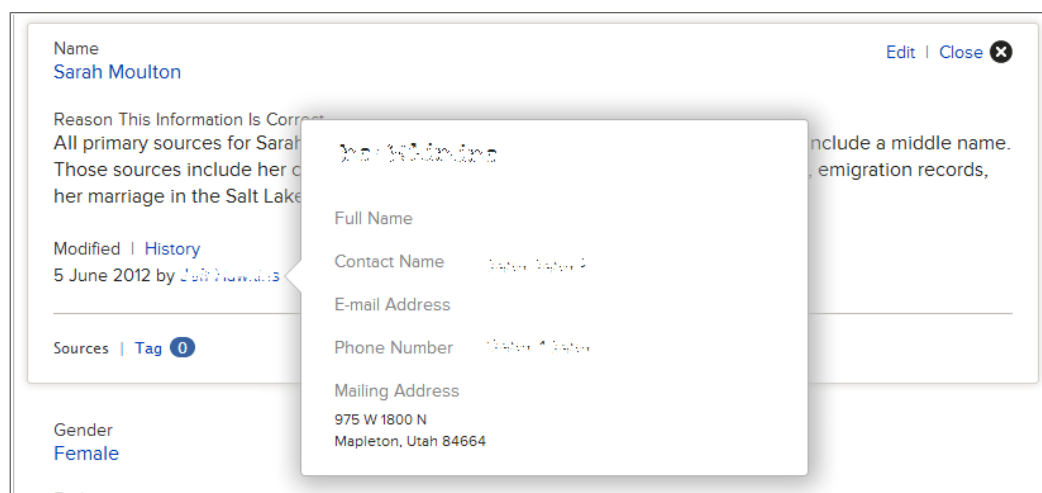
- The contributor is a current user of the system.
- The contributor allows the system to display contact information. FamilySearch Support cannot give you contact information when a user chooses not to display it.

**Note:** To change how much contact information Family Tree displays about you, click **your username** in the upper-right corner of the screen. Click **Settings**, and scroll down to the Contact section. Click the **Public** option for each piece of information that you want displayed with your contact information.

If someone entered the information in behalf of someone else, you see both a contributor and a submitter. The contributor is the person who provided the information. The submitter is the person who entered it for the contributor.

1. To display the contributor's contact card, click his or her contact name.

You can display the contact card from a person's details page, a change history, the search results, or any other screen on which the contributor's name is displayed.



2. Use the contact information.

- If the contributor provided an email address, click it. Your computer's default email program opens, and you can write your message.

**Note:** On most personal computers with Windows, the default email program is Microsoft Outlook. If you use an online e-mail service, such as MSN or Google, you will need to go to your email account online, create a new email, and copy the contributor's email address into the To field.

- If you prefer to communicate by other means, either print the contact information, or write it down so you can use it to call or write a letter.

**Tip:** The printout does not contain any information that reminds you what information this contributor provided. You may want to also print the information in question or keep notes that help you remember what you wanted to discuss.

- If a contributor chooses not to display contact information, try starting a discussion. That user may choose to respond through the discussion board. If not, please respect the privacy of users who choose not to display contact information. FamilySearch Support cannot give you contact information when a user chooses not to display it.

3. When you are finished, click on the screen somewhere outside of the contact card. The contact card closes.

In your communications with other contributors, it is helpful if you do the following:

- Explain how you got the other person's contact information.
- List the person or family line of interest to you. It is especially helpful if you can include ID numbers (formerly called person identifiers) so the other person can quickly find the information of interest to you.

- Remember that other users might not see exactly the same information as you when they look at their family line. For example, they may not see the same living people. Or they may see a different family line because they descend through a different spouse.

## Participating in Discussions

Discussions are a great way to coordinate family history work with other Family Tree users. Participating in discussions is easy. They work like social networking sites that you may already use.

The system provides a discussion board for most people in the system. It does not provide a discussion board for people who are living, who were stillborn, or who have restricted records.

In a discussion board, you can do the following:

- Work out issues that require interaction with other interested researchers.
  - Post questions requesting more or better information about a person.
  - Coordinate additional research with other interested users.
1. On the fan chart or pedigree view, click the person's name.
  2. Display the discussions using either of the following methods:
    - On the summary card, click **Discussions**.
    - On the summary card, click **Person**. Then on the person's details page, click the **Discussions** link in the header. (Or scroll down to the Discussions section.)
- The Discussions section appears.
3. Read through the discussions.
    - To see the comments on a discussion, click the title of the discussion.
    - If a discussion or comment is too long to be displayed on the screen, click **More**.
  4. (Optional) To add a comment to an existing discussion, follow these steps:
    - a. Click the **Add Comment** link of the discussion or comment to which your comment pertains.



- b. In the field that appears, enter your comment.
  - c. Click **Save**.
5. (Optional) To start a discussion about a new topic, follow these steps:
    - a. Click **Add a New Discussion**.
    - b. For the title, enter a brief description that introduces your concern.
    - c. In the next field, explain the issue.

**Important:** Please be polite and factual in your discussion posts. The following types of content are not appropriate:

- Offensive or abusive language or content
- Information that might harm or embarrass living relatives
- Links to external web pages with inappropriate content
- Solicitations for business or research services

If you have more questions about what is appropriate, please review the [Terms of use](#).

- d. Click **Save**.

## Editing Your Discussions and Comments

You can add to and correct the discussions and comments that you add.

1. On the fan chart or pedigree view, click the person's name.
2. Display the discussions using either of the following methods:
  - On the summary card, click **Discussions**.
  - On the summary card, click **Person**. Then on the person's details page, click the **Discussions** link in the header. (Or scroll down to the Discussions section.)

The Discussions section appears.

3. Find the discussion or comment that you want to edit.
4. Click the **Edit** link for the discussion or comment.

The Edit link appears only if you entered the discussion or comment.

5. Make your changes.

**Important:** Please be polite and factual in your discussion posts. The following types of content are not appropriate:

- Offensive or abusive language or content
- Information that might harm or embarrass living relatives
- Links to external web pages with inappropriate content
- Solicitations for business or research services

If you have more questions about what is appropriate, please review the [Terms of use](#).

6. Click **Save**.

## Deleting Your Discussions and Comments

You can delete the discussions that you begin and the comments that you enter.

When you delete a discussion, all of its comments are also deleted, regardless of who entered them. Delete a discussion only when it contains no information of lasting value.

You cannot delete a "Legacy Disputes" discussion. If you entered a dispute on this person, it is now a comment within this discussion. You can delete your comments from the discussion.

1. On the fan chart or pedigree view, click the person's name.

2. Display the discussions using either of the following methods:

- On the summary card, click **Discussions**.
- On the summary card, click **Person**. Then on the person's details page, click the **Discussions** link in the header. (Or scroll down to the Discussions section.)

The Discussions section appears.

3. Click **Open Details**.

4. Find the discussion or comment that you want to delete.

5. Click the **Delete** link for the discussion or comment.

The Delete link appears only if you entered the discussion or comment.

6. When the system asks if you are sure, click **Yes**.

## What Causes Discussions to Disappear

A discussion can disappear from a person's record for several reasons.

The most common reasons are the following:

- The user who began the discussion deleted it. If you think the issue was not resolved, begin a new discussion.
- A system administrator deleted the discussion. A system administrator would have deleted a discussion only if its content was not appropriate. You can begin a new discussion that is appropriate.
- The person's record was separated. Do a search to find the correct record.

**Note:** You cannot separate records using Family Tree. If the record was separated, it was done by a system administrator.

## Reporting Inappropriate Discussions and Comments

If a discussion or comment contains content that you feel should not be included in the system, a system administrator can review it. If it is found to be inappropriate, the administrator can then delete it.

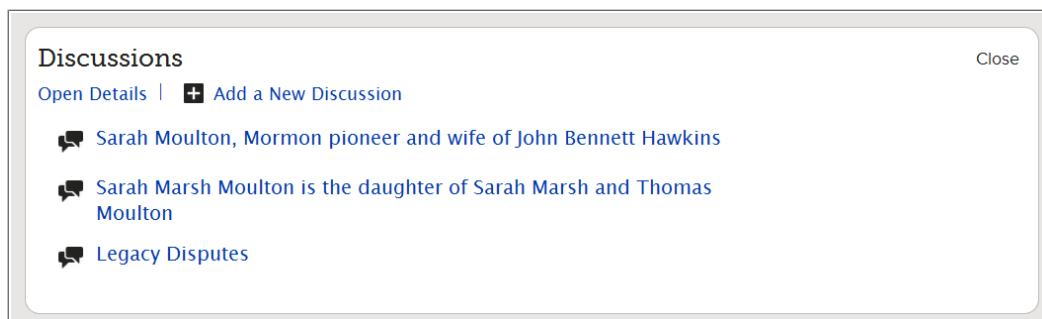
Before you report an inappropriate discussion or comment, try adding a polite comment to suggest that discussion or comment be reworded or deleted. The issue may get resolved without having to report the issue to support.

Types of inappropriate discussions or comments to report might include the following:

- Offensive or abusive language or content
- Information that might harm or embarrass living relatives
- Links to external web pages with inappropriate content
- Solicitations for business or research services

**Important:** Please use the **Report Abuse** link to notify FamilySearch Support about inappropriate content in a discussion. Do not use it to report inaccurate information about people or families in the system, such as incorrect names, dates, places, and relationships. To correct these errors, work with other contributors, and use the **Discussions** feature.

1. Open the details page of the person where the discussion is located.
2. Scroll down to the Discussions section.



3. Click the **Open Details** in the Discussions section.
4. Find the item that you want to report.
5. Click the item's **Report abuse** link.

6. Click the reason that you feel the item is a problem.  
If you click **Other**, please enter your specific concern.
7. Click **OK**.  
The system indicates that FamilySearch Support has received your report. This message also lists the email address to which a response will be sent.
8. To close the message, click **OK**.

A system administrator reviews your concerns. If your user profile contains an email address, you will receive an email to explain what actions were taken.

## Watching and “Unwatching” Information

In Family Tree, you can watch sources and records about people. When you watch information, you receive an email notification when changes are made to that information. Both types of notifications are listed in the same email. You can also “unwatch” any information that you have been watching.

To get the notifications that you want, you need to watch the correct type of information:

- Watch a record about a person to learn when someone changes the person’s summary, when new activity in a person’s discussions occurs, when sources are attached or detached, and when the person’s record is combined with or separated from a record.
- Watch a source to learn when someone changes a source’s title, URL, citation, notes, or justification.


1. Display the information that you want to watch:

- To watch a record about a person, display his or her summary card or details page.
- To watch a source, display the details page of any person where the source is currently attached. Click the title of the source that you want to watch. Then click **View** and then **Tools**.

2. Click  **Watch**.

This link is located in the upper-right portion of the screen.

You are now watching the selected information, and the word “Watch” changes to “Unwatch.”

If you later decide that you do not want to watch this information, repeat this process, and click  **Unwatch**.

If you do not receive the email or if you want to stop receiving it, click **your username** in the upper-right corner of the screen. Click **Settings**, and deselect the option **Email weekly updates to ancestors I'm watching**.

From your settings, you can also change the email address where these notifications are sent.

## Watching and “Unwatching” Records about People in Family Tree

When you watch a record about a person, you receive an email notification that tells you when someone changes the person’s summary, when new activity in a person’s discussions occurs, when sources are added, and when the person’s record is combined with or separated from a record. If you later decide that you do not want to watch information, you can “unwatch” it (which means to stop watching it).

1. Open either the summary card or the details page of a person whose record you want to watch.
  - a. On the pedigree view or fan chart view, click the person’s name.
  - b. On the person’s summary card, click **Person**.

2. Click ☆ **Watch**.

This link is located in the upper-right portion of the screen.

You are now watching the selected information, and the word “Watch” changes to “Unwatch.”

If you later decide that you do not want to watch this information, repeat this process, and click ☆ **Unwatch**.

If you do not receive the email or if you want to stop receiving it, click **your username** in the upper-right corner of the screen. Click **Settings**, and deselect the option **Email weekly updates to ancestors I'm watching**.

From your settings, you can also change the email address where these notifications are sent.

## Watching and “Unwatching” Sources in Family Tree

When you watch a source, you receive an email notification that tells you that someone edited the information about the source, such as its URL or citation. If you later decide that you do not want to watch a source, you can “unwatch” it (which means to stop watching it).

You can use Family Tree to watch sources.

1. On the fan chart or pedigree view, click a person to whom the source is attached.  
The person’s summary card appears.
2. If the source is attached to the person, on the summary card, click **Sources**.  
Or if the source is attached to a relationship that this person is in, follow these steps to display the relationship:
  - a. On the summary card, click **Person**.  
The person’s details page appears.
  - b. On the person’s details page, click the **Family** link in the header. (Or scroll down to the Family Members section.)
  - c. If the source is attached to a couple relationship, click the **Edit Couple** link that is in the box that shows the husband and wife.  
Or the source is attached to a parent-child relationship, hover your mouse cursor over the child’s name. Click the **Edit Relationship** link that appears.
  - d. Scroll down to the Sources section of the relationship.  
The Sources section appears.
3. Click the source’s title.  
The source’s details appear.
4. Click the **View** link that is located beneath the source’s title.
5. Click **Tools**, and select **Watch** ☆ .  
You are now watching the selected information, and the word “Watch” changes to “Unwatch.” You see a message that explains the notifications that you will receive.
6. Click **OK**.

If you later decide that you do not want to watch this information, repeat this process, and click ☆ **Unwatch**.



If you do not receive the email or if you want to stop receiving it, click **your username** in the upper-right corner of the screen. Click **Settings**, and deselect the option **Email weekly updates to ancestors I'm watching**.

From your settings, you can also change the email address where these notifications are sent.

## Using Your Watch List

Your Watch List shows all of the people that you are watching. From the Watch List, you can see basic information about the people, see the last change made to the person, and “unwatch” several people at once.

1. Click **Watch List**.



The watch list appears:

3 Watches	Person	Last Modified ▲	Most Recent Change
★ Unwatch	■ Anthony Oscar Cowley 1903-1967		
★ Unwatch	■ John David Wunderlich 1793-1850		
★ Unwatch	● Sarah Moulton 1837-1885		

2. Decide what you want to do next:

- To stop receiving notifications about one or more people, click ★ **Unwatch** for each person that you no longer want to watch.
- To see a person's summary card, click his or her name.
- To see the person's details page, click the blue link in the Last Modified column that describes the change. For example, click **Birth Edited**. From the details page, you can review the change and use the change history to undo it if needed.
- To see a contributor's contact information, click his or her contact name. It is located in the Last Modified column.



# Performing Temple Ordinances for Your Ancestors

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FamilySearch.org makes it easy to perform temple ordinances for your ancestors.

The overall process has just a few simple steps:

1. Find ancestors who need temple ordinances. You can do this in two ways:
  - Look on your Temple Opportunities list. If your Temple Opportunities list contains ordinances for you to do, the Temple tab contains a small red icon:



- If your Temple Opportunities list does not contain ordinances that you can do, look in Family Tree. Look for temple icons with green arrows:



2. Request the ordinances.

When you request ordinances, you commit to seeing that they get done. Reserve only the number of ordinances you can get done in a reasonable amount of time.
3. If you are going to do the ordinances yourself or give them to someone else to do, you follow these steps:
  - a. Print the Family Ordinance Request.
  - b. Take the Family Ordinance Request to the temple, where workers can print the family ordinance cards for you
  - c. Do the ordinances.

The information about the completed ordinances is automatically added to Family Tree.
4. If you want the temple to do the ordinances for you, you can share the ordinances with the temple.

For more detailed instructions about each step, see the following instructions.

## Finding Ancestors Who Need Temple Ordinances

### Finding Ordinances to Do on Your Temple Opportunities List

Your Temple Opportunities list may contain the names of your ancestors who need temple ordinances.

If it does, you see a small, red icon on the Temple tab on FamilySearch.org.

To create your Temple Opportunities list, FamilySearch.org searches four generations of your ancestors (through your great-great-grandparents). It also searches your ancestors' spouses, their children, and their children's spouses.

**Remember:** If the person on the Temple Opportunities list was born within the last 110 years, you need permission from the person's closest living relative in order to request the ordinances.

1. Sign in to FamilySearch.org, and click **Temple**.
2. Click **Opportunities**.
3. To learn more about your ancestor, click **View Person**.  
The person's details page appears.
4. To see the person's ordinance information, click the **Ordinances** link in the colored header bar. Or scroll down until you see the Temple Ordinances section.

### Finding Ordinances to Do in Family Tree

If your Temple Opportunities list does not contain the names of ancestors who need ordinances, you may be able to find some in Family Tree. The Temple Opportunities list searches only part of your ancestry.

1. Sign in to FamilySearch.org, and click **Family Tree**.
2. If you are not on the pedigree view, click **Pedigree**.
3. Navigate through the pedigree view looking for temple icons with a green arrow:



**Important:** The green arrow means that someone in the family may need temple ordinances.

Once you have found ancestors in the Tree who might need ordinances, you are ready to request the ordinances.

## Requesting Your Ancestor's Ordinances

When you find ancestors who need ordinances, you request the ordinances. When you request ordinances, you agree to see that they get done. The Family Tree puts the ordinances on your temple list.


You can reserve ordinances from two places: Family Tree or a person's details page. Both places let you reserve ordinances for the person and his or her spouse.

- Reserving ordinances from Family Tree also reserves ordinances that may be needed for the couple's children.
- Reserving ordinances from the person's details page also reserves ordinances that may be needed for the person's parents.

1. After you find an ancestor who needs temple ordinances, decide whether you will request the ordinances from Family Tree or from the person's details page.
  - To reserve ordinances for the person, the person's spouse, and the person's children, stay on Family Tree.
  - To reserve ordinances for the person, the person's spouse, and the person's parents, go to the person's details page.

Click the person's name, and click **Person**. The system displays the person's details page.

To see the person's ordinance information, scroll to the Temple Ordinances section.

2. Click  to request the ordinances.  
A list of people with incomplete ordinances appears. If Family Tree contains other records that may be about the same person, a message appears beneath that person's name. Merging duplicate records is not required. It is, however, highly recommended, because it prevents duplicate ordinances from being done.
3. Review the list of family members to make sure that you want to request all of the ordinances.
  - a. (Optional) If the system found possible duplicates for any person on the list, click the **Possible Duplicates** link, and merge the records, if needed.
  - b. (Optional) If you do not want to request a person's ordinances, click the **check box** in front of the name.  
The system removes the check mark, grays out the name, and does not request the ordinances for that person.

**Important:** If you remove a parent from the list, the sealing to parents ordinances for the children are also removed from the list.

- c. To request the ordinances, click **Continue**.  
The system displays the Church Policy screen.
4. Make sure that you are complying with Church policy.
 

**Important:** To do ordinances for a deceased person born in the last 110 years, you must either be one of the closest living relatives, or you must obtain permission from the closest living relative. Do not submit the names of persons who are not related to you, including names of famous people or names gathered from unapproved extraction projects, such as victims of the Jewish Holocaust.

    - a. Read the Church Policy screen.

- b. If an ancestor was born in the last 110 years, indicate whether you are authorized to perform the ordinances:
- If you are the spouse, parent, child, brother, or sister of the deceased person, click **I am the closest living relative**. You can request the ordinances.
  - If you are not the spouse, parent, child, brother, or sister of the deceased person but you have permission from the closest living relative, click **I have permission from the closest living relative to do the ordinances**. You can then request the ordinances.
  - If you are not a close living relative and if you do not have permission from the closest living relative, click **None of the above. (This person's ordinances will not be reserved.)**
- c. At the bottom of the screen, click **I have read and will comply with the Church Temple Ordinance Policy**.  
Clicking the check box means that you understand Church policy and are reserving only ordinances that comply with the policy.
- d. Click **Add to Temple Ordinances List**.  
The ordinances are put onto your temple list, and the list appears.
- Tip:** If you click **Cancel**, the system does not put the names on your temple list. Instead, it returns you to Family Tree. To go back one screen, click **Go Back** at the top of the screen.

## For Whom Should I Do Temple Ordinances?

Temple ordinances are sacred and should be treated with respect. Please reserve ordinances for individuals only if you are related to them.

### ***Who You Can Do Ordinances For***

You are responsible to submit names of the following individuals:

- Immediate family members
- Direct-line ancestors (parents, grandparents, great-grandparents, and so on, and their families).

You may also submit the names of the following individuals:

- Biological, adoptive, and foster family lines connected to your family.
- Collateral family lines (uncles, aunts, cousins, and their families).
- Descendants of your ancestors.
- Your own descendants.
- Possible ancestors, meaning individuals who have a probable family relationship that cannot be verified because the records are inadequate, such as those who have the same last name and resided in the same area as your known ancestors.

Do not submit the following individuals unless you are related to them:

- Famous people.
- Those gathered from unapproved extraction projects.
- Jewish Holocaust victims. Members can do the ordinances for these people only under the following conditions:
  - They are an immediate family member of the deceased (defined as parents, spouse, children or siblings).

- Or they have permission of all living immediate family members.
- Or they have the permission of the closest living relative if no immediate family members are living.

### ***Persons Born within the Last 110 Years***

To do ordinances for a deceased person who was born in the last 110 years, the following requirements must be met.

- The person must have been deceased for at least one year.
- You must either be one of the closest living relatives, or you must obtain permission from one of the closest living relatives. If you are not a spouse, child, parent, or sibling of the deceased, please obtain permission from one of the closest living relatives before doing the ordinances. The closest living relatives are an undivorced spouse (the spouse to whom the individual was married when he or she died), an adult child, a parent, or a brother or sister.

Verbal approval is acceptable. Family members should work together to determine when the ordinances will be done and who will do them.

### ***For More Information***

- Chapter 7 of [“A Member's Guide to Temple and Family History Work”](#)
- [“Terms of Use”](#)
- The [“First Presidency Message on Names Submitted for Temple Ordinance”](#)

## **Courteous Behavior**

As you work in Family Tree, please be courteous to all other users.

- If you want to perform ordinances, be sure to seek permission from the closest living relative for those individuals who were born within the last 110 years.
- Remember the sacred nature of temple ordinances. Please do not use the Discussions feature to discuss the completion of ordinances or the ordinance records. Use good judgment when discussing ordinances in emails with other users.
- Please do not use the system to proselytize.
- If you have information about your ancestors, share it in Family Tree so that others can benefit from this knowledge.
- Attach sources to support the validity of the information in the tree. Where possible, link to actual records and images that are online.
- When you change information that is already in Family Tree, enter reason statements that are polite, clear, and focused on the evidence.
- When someone sends you an email or posts a question on the discussions forum for which you can help, respond in a timely manner.

## **Printing and Reprinting Family Ordinance Requests**

After you request ordinances, you print a Family Ordinance Request to take to the temple. You can also reprint Family Ordinance Requests that have been lost or destroyed. If family ordinance cards were lost or destroyed, you can print a new Family Ordinance Request and have the cards reprinted at the temple.

If you have a card reprinted and you performed some of the ordinances before the card was lost, the new card indicates which ordinances are already done. This information helps prevent the ordinances from being performed again. If you reprint cards and then find the originals, please destroy the originals. Doing the ordinance on both cards results in duplicate ordinances.

1. Sign in to FamilySearch.org, and click **Temple**.
2. If on the All tab you can find the ordinances that you want to print, leave the All tab selected. Otherwise, display the section of your temple list that contains the ordinances that you want:
  - If you have not yet printed a Family Ordinance Request, click **Not Printed**.
  - To reprint a Family Ordinance Request, click **Printed**.

3. Click the **check box** for each card that you want to have printed.

For one Family Ordinance Request, you can click up to about 50 check boxes. Select only the number of ordinances that you can complete in a reasonable amount of time.

**Important:** Please do not print a separate Family Ordinance Request for each card that you want to print. At the temple, it takes more time to print the cards for several requests with one name each. It also wastes paper because each ordinance card will be printed in a separate piece of paper.

If you see a triangle instead of a check box beside a name, the person no longer qualifies for temple ordinances. Common reasons include the following:

- The system uses rules to determine whether a person's record contains enough information for ordinances. When these rules change, some records no longer contain enough information for ordinances to be done. You can often make simple corrections that allow the ordinances to be done. For example, make sure that the Name field contains only the person's name. Make sure the place-names include country names.
- The person's record changed. It no longer has enough information for ordinances. For example, an event place was deleted.
- Someone merged the person that you reserved with another record. The merged record either indicates that the ordinance is done, or it lacks the information required for temple ordinances.

4. After you have selected the cards that you want to print, follow these steps to print the Family Ordinance Request:
  - a. Click the **Print** or **Reprint** button that appears at the top of your list.
  - b. Click the **check box** for each card that you want to include on the request.
  - c. Click **Print**.
  - d. On the Print Request screen, click **OK**.  
The system creates your Family Ordinance Request and displays it in another tab in your browser.

**Note:** If the request does not appear, make sure that Adobe Reader is installed on the computer.

- e. Click **Print**.
  - f. Click the tab that contains the Family Ordinance Request, and use your browser's print feature to print it. In most browsers, you would click the **File** menu and select **Print**.
5. Make sure the request printed correctly:



- a. Get the Family Ordinance Request from the printer.  
If it did not print, check for the following:
  - The printer is turned on.
  - The printer has paper.
  - The cables are all properly connected.
  - There is not a paper jam or other printer malfunction.
- b. Click back to the tab that shows Family Tree, and indicate if your Family Ordinance Request printed correctly.
  - If it printed correctly, click **Yes**.
  - If it did not print and you want to try again, click **Retry**.
  - If it did not print correctly and you do not want to try again, click **No**.

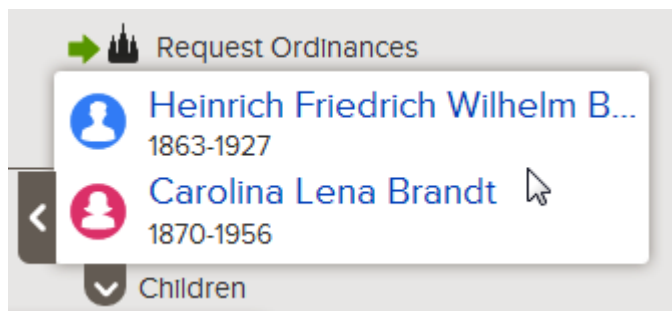
Take the Family Ordinance Request to the temple. Temple workers will print the family ordinance cards that you will use while you perform the ordinances. As you perform the ordinances, temple workers record them and send the information back to Family Tree.

There is no time limit on how long you can take to perform the ordinances after you print a Family Ordinance Request or family ordinance cards. However, please see that the ordinances are done in a reasonable amount of time. If you cannot get them done, please either share them with the temple or unreserve them so that other relatives can do them.

## Finding Out If a Person's Ordinances Are Done

A person's summary card indicates which ordinances are done. A person's details page contains the complete information, including the date and temple of completed ordinances.

1. On the pedigree view, look at the temple icons:
  - If someone in a family needs ordinances, the temple icon appears.

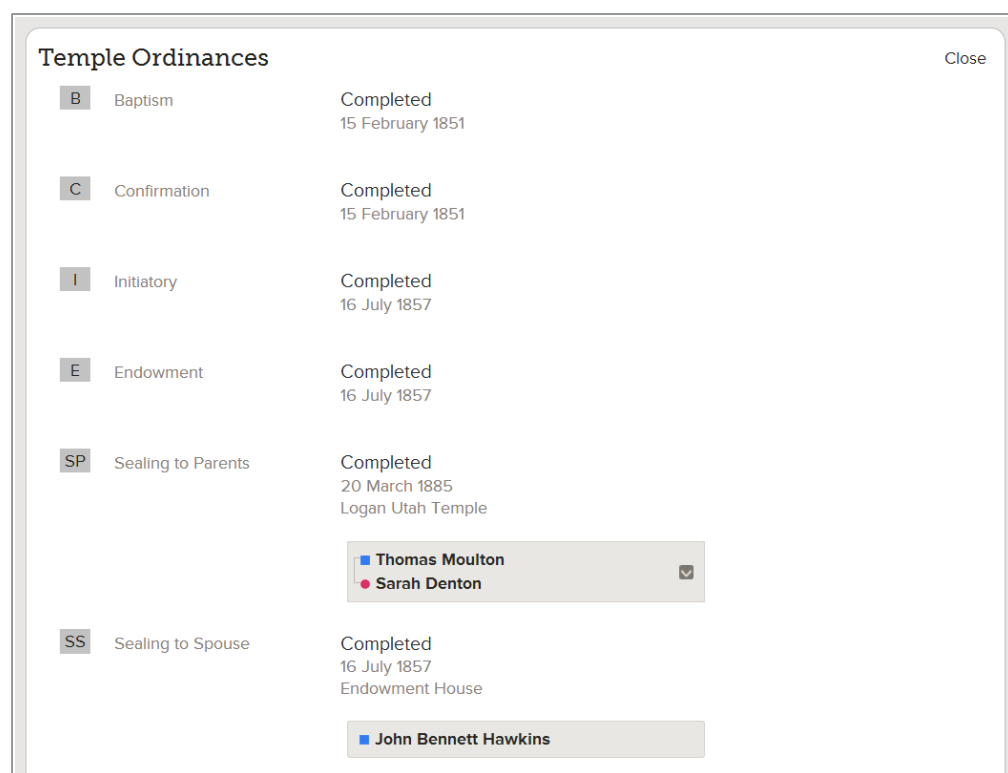


- If all of the ordinances for the family are done, the temple icon appears when you hover your mouse cursor over the couple's information.



**Note:** Temple icons do not appear if family members are living.

2. Follow these steps to see more detailed ordinance information:
  - a. On the tree, click the person whose ordinances you want to see.  
The person's summary card appears. Near the bottom, it lists the ordinances and uses color to indicate the ordinance status. To see a more complete description of the ordinance status, hover the mouse cursor over an ordinance abbreviation.
  - b. On the person's summary card, click **Person**.
  - c. In the header, click **Ordinances**. (Or you can scroll down to the Temple Ordinances section.)



**Tip:** To display the ordinance status for a different spouse or set of parents, click the **down arrow** (▼) that is in the box. Then select the spouse or parents that you want to see.

## Family Ordinance Request

A Family Ordinance Request lists the ordinances that you have selected and the people for whom you will perform them.

### *What a Family Ordinance Request Looks Like*

The top part of a Family Ordinance Request looks like this:

## Family Ordinance Request

Print Request: 5 October 2011



**4-4456-8717-4137-040**

Date Cards Were Printed

I

(Temple use only)

Take this Family Ordinance Request to the temple. Temple workers will print your family ordinance cards for you.

**Male Individuals**

ID	Name	Ordinances
LH68-GNB	John Lawrenson	Sealing to parents
LHLS-6FB	Father: Thomas Laurensen	

### *How to Obtain a Family Ordinance Request*

To obtain a Family Ordinance Request, you reserve the ordinances for your ancestors. You can then print the Family Ordinance Request.

### *What to Do with a Family Ordinance Request*

You take the Family Ordinance Request to the temple, where temple workers scan the bar code on the request and print the family ordinance cards that will be used to perform and record the ordinance.

## Family Ordinance Card

A family ordinance card is a piece of paper that is used to perform and record temple ordinances for deceased ancestors.

### *What a Family Ordinance Card Looks Like*

A family ordinance card looks like this:

16

**Fedder /Jannichsen/**


208-777-12345

Submission 208-777  
John

Birth: 1679  
Roderes, Schles-Hol,

UT 84  
(801)

Baptism 21 Jul 1998 SLAKE	Initiatory 22 Jul 1998 SLAKE	Sealing to Parents .....
Confirmation 21 Jul 1998 SLAKE	Endowment 30 Jul 1998 SLAKE	<b>Male</b>



Family ordinance cards are printed on different colors of paper, which indicate the type of ordinances and whether they are for a male or female:

- Pink cards are used to perform the individual ordinances for females.

**Note:** The individual ordinances are baptism, confirmation, initiatory, endowment, and sealing to parents.

- Blue cards are used to perform the individual ordinances for males.
- Yellow or buff-colored cards are used to seal couples together.

### ***How to Obtain Family Ordinance Cards***










To obtain family ordinance cards, you need to reserve ordinances for your ancestors, and then print a Family Ordinance Request.








You then take the Family Ordinance Request to the temple, where temple workers scan the bar code on the request and print the family ordinance cards that will be used to perform and record the ordinance.

### **Ordinance Statuses**

When you display a deceased person's ordinances, you will see either when the ordinance was done or a status.

**Tip:** To see a more complete description of the ordinance status, hover the mouse cursor over an ordinance abbreviation.

Icon	Status	Meaning
	Request	You can prepare to take this ordinance to the temple if you follow Church policies.
	Request (Permission Required)	<p>Before doing ordinances for a deceased person born in the last 110 years, please remember that close relatives may not want the ordinances performed, or they may want to do the ordinances themselves.</p> <p>You may do ordinances for your own deceased spouse, child, parent, or sibling, but please consider the wishes of other close living relatives, especially a living spouse.</p> <p>If you are not a spouse, child, parent, or sibling of the deceased, please obtain permission from the closest living relative before doing the ordinances. The closest living relatives are, in this order: an undivorced spouse (the spouse to whom the person was married when he or she died), an adult child, a parent, or a brother or sister.</p> <p>Verbal approval is acceptable. Family members should work together to determine when the ordinances will be done and who will do them.</p>
	Waiting	Ordinances should be done in order. For example, the baptism should be done before the confirmation, and the confirmation before the initiatory. If you see “Waiting,” someone has already printed a Family Ordinance Request or family ordinance cards for the prior ordinances. These ordinances may be assigned to the temple. The later ordinances will be on hold until the prior ordinances are completed.
	Shared	You have shared the ordinance with the temple, but a temple has not yet printed the ordinance in preparation for doing it.
	Shared printed	You have shared the ordinance with the temple. A temple has printed the ordinance in preparation for doing it.
	Printed	<p>You have reserved the ordinance, and the family ordinance card has been printed. The ordinance is not yet done.</p> <p><b>Note:</b> Other users will see this ordinance with the status of “Waiting and reserved by.” Your contact name is shown. The icon is dark blue ().</p>
	Not Printed	<p>You have reserved the ordinance, but the family ordinance card has not yet been printed.</p> <p><b>Note:</b> Other users will see this ordinance with the status of “Waiting and reserved by.” Your contact name is shown. The icon is dark blue ().</p>

Icon	Status	Meaning
	Completed	If an ordinance is completed, you will see either the word "Completed" or the date when the ordinance occurred and the temple or place where it occurred.
	Completed (born in the covenant)	Because this person was born after the parents were sealed, he or she does not need to be sealed to parents.
	Not ready	This ordinance cannot be done because the person has not been deceased for at least one year.  When doing temple ordinances for recently deceased people, please respect the wishes of the closest living relatives (undivorced spouse, adult children, parents, and siblings, in that order).
	Not available	The person's ordinance information is not made available to the public. The most common reasons for this are these: <ul style="list-style-type: none"> <li>• Privacy reasons prevent the ordinances from being displayed.</li> <li>• The person lived before A.D. 1500, and the ordinances are probably completed.</li> <li>• Additional approvals are required before the person's ordinances can be performed.</li> </ul> If you have any questions, please contact FamilySearch Support by visiting <a href="https://contact.familysearch.org">https://contact.familysearch.org</a> for more information.
	Needs more information	The person needs more information, or information needs to be corrected before you can do the ordinance.  If you know more information about the person, you can add it. If the temple status changes to "Ready," you can reserve the ordinances.
	Not needed	This person does not need this ordinance because he or she either was stillborn or died before age 8.
	Invalid	The ordinance information cannot be displayed at this time. Come back to this record later. You can also wait for awhile, and then press <b>F5</b> to refresh your browser.

## Ordinance Abbreviations

The abbreviations B, C, I, E, SP, and SS represent the names of each of the temple ordinances in English. These abbreviations are used in all languages.

**Tip:** To see a more complete description of the ordinance status, hover the mouse cursor over an ordinance abbreviation.





Letter	Ordinance
B	Baptism
C	Confirmation

Letter	Ordinance
I	Initiatory
E	Endowment
SP	Sealing to parents
SS	Sealing to spouse

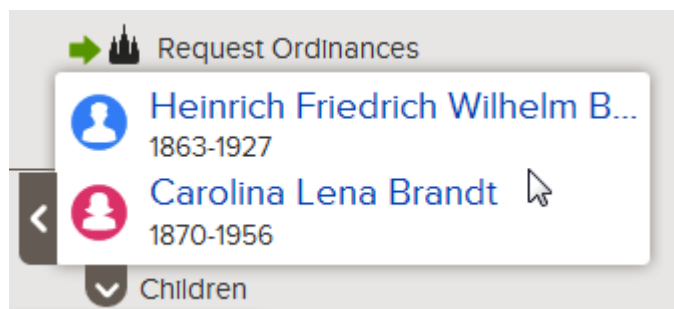
## Temple Icons on Family Tree

If you are signed in to use Family Tree as a member of The Church of Jesus Christ of Latter-day Saints, you see icons on the tree that indicate whether a family's temple ordinances are done. To see an explanation of what the icon means, hover your mouse cursor over the couple's information.

The following icons are used:

Icon	What It Means
	<p>At least one person in the family has incomplete ordinance information. The person's record contains enough information for ordinances to be performed. Click the icon to see if you can reserve the ordinances.</p> <p><b>Note:</b> Before you reserve a family's ordinances, make sure that you are following Church policies. For example, you should not perform ordinances for people who are not in your family line. You must either be one of the closest living relatives or must obtain permission from one of the closest living relatives before performing ordinances for someone who was born in the last 110 years.</p>
	The ordinances for all family members are reserved or in progress.
	<p>This icon indicates one of the following situations:</p> <ul style="list-style-type: none"> <li>• A family member needs ordinances, but his or her record does not contain the required information.</li> <li>• A family member's ordinances are not done, but he or she has not been deceased for one year.</li> <li>• The system does not display ordinance information for at least one person in the family. Instead, it displays the ordinance status "Not available." The system displays this status when it needs to protect the privacy of ordinance information, such as when a person in the family is living.</li> </ul>
	<p>This icon indicates the following:</p> <ul style="list-style-type: none"> <li>• For the parents and each of their children, the baptism, confirmation, initiatory, and endowment are done.</li> <li>• The parents are sealed to each other.</li> <li>• The children are sealed to the parents.</li> </ul> <p><b>Important:</b> Even when you see this icon, some members of the family may have incomplete sealings. The parents may not be sealed to their parents. The children may not be sealed to their spouses.</p>

- If the ordinances are needed, reserved, or in process, the temple icon appears on the screen.



- If the family member's ordinances are done, the temple icon appears after you hover your mouse cursor over the couple's information.



- Temple icons do not appear if family members are living.

## Tips for Determining Why Ordinances Have the Status “Needs More Information”

The ordinance status “Needs more information” indicates that an person’s record does not have enough information for ordinances to be performed. In such cases, you can often make simple corrections that let you reserve the ordinances.

The system indicates that a person’s ordinance status is “Needs more information” for one or more of the following reasons:

- The person’s name contains invalid punctuation marks, numbers, or words that are not technically part of the name.
- A name, date, or place contains a hidden (“nonprinting”) character.
- The person’s record lacks a valid name or event.
- The person’s gender is listed as “Unknown.”
- A couple’s marriage event lacks a standardized date or standardized place-name.
- A person is not linked to a spouse or parents. In this case, the sealing ordinances have the status “Not available.”

### **Invalid Names**

The person’s name, as it appears in the Vital Information section, must be valid. When you evaluate the name, look for the following possible problems:



Possible Problem	Solution
<p>The name contains invalid punctuation marks. This situation commonly occurs because a nickname, initials, or similar information was entered in parentheses or quotation marks.</p> <p>For example, the following names would cause the “Needs more information” status to appear:</p> <p><b>Michael "Mike" Alfred Smith</b> <b>Richard Wheeler (Dr.)</b></p>	<p>Delete the information that is found in parentheses or quotation marks.</p> <p><b>Tip:</b> In the Other Information section of the details, you can add alternate names for nicknames.</p>
<p>The name contains words that are not part of the name. Instead, they describe a relationship or status, such as one of the following:</p> <p>Mr. Mrs. Miss Stillborn Child Son Daughter Father Mother Twin</p> <p>This is not a complete list of words that are not allowed. But look for words that are not names.</p>	<p>Delete any words that are not part of the person’s name.</p> <p><b>Note:</b> If the person’s name contains Mr., Mrs., or Miss, even as a prefix or suffix, the ordinances will be listed as “Needs more information.”</p> <ul style="list-style-type: none"> <li>• If you know the person’s name, enter it, and delete Mr., Mrs., or Miss.</li> <li>• If you do not know a mother’s or wife’s name, enter only the husband’s last name as her last name. Do not enter “Miss” or “Mrs.” in any of the name fields.</li> <li>• For a husband with an unknown name or a child who died without receiving a name, enter only the father’s last name. Do not enter a first name. Do not enter Mr., Miss, son, or daughter. Be sure that the gender is correctly entered as male or female if you know it.</li> </ul> <p>When the family ordinance card is printed, it will include the word “Miss” or “Mr.” in the name.</p>
<p>The name contains a number.</p> <p><b>Note:</b> Roman numerals that indicate a generation, such as “John William Wiley, III” are allowed.</p>	<p>Delete any numbers that are not part of the person’s name.</p>
<p>The name contains words that are classified with the wrong name part. For example, an initial is classified as a last name.</p>	<p>Edit the person’s name. Make sure that each part of the name is entered into the correct field.</p>
<p>The name contains hidden, invalid characters.</p>	<p>Delete everything in the name field, retype the name, and save the correction.</p>

**Tip:** In some languages, naming conventions are different than in English. For example a last name might contain a single character. When an ordinance will not clear, it is

possible that changing the language template for the name to the appropriate language could allow the ordinance to clear.

### ***Unknown Gender***

The person's gender must be male or female. Even though you can indicate the gender is unknown, you cannot do the ordinances until you know the gender.

### ***Incomplete or Invalid Event Information***

A person's record must contain at least one of these events:

Birth  
Christening  
Marriage  
Death  
Burial

The event must contain both a standardized date and a standardized place-name. The place-name must contain at least the name of the country.

When you evaluate the event information, look for one of the following problems:

<b>Possible Problem</b>	<b>Solution</b>
The record does not contain one of the required events.	Add the event if you know it.
The event contains only a date or place, not both.	Add the missing information if you know it.
The event contains a date or place-name that has not been standardized.  A nonstandard place-name often lacks a country name, does not include all proper jurisdiction levels (such as counties or districts), or uses abbreviations.	Reenter the date or place, being sure to select a standard date or place.
The event date or place contains an invalid, hidden character.	Delete the date or place, retype the information, and save the correction.

### ***Missing Relationship Information***

Sometimes you see that only a sealing ordinance has the status "Needs more information" for these reasons:

- The person is not linked to a spouse or parents.
- The name of the spouse or parents is either missing or invalid.
- The records of the spouse or parents do not contain the required event information.

## **Problems and Solutions Related to Family Ordinance Cards**

After you print a family ordinance card, you may notice that some of the information on the card is incorrect. You may find that the ordinances are already done or that you

printed more cards than you and your family can get done. Cards might get lost or damaged. You can solve these types of problems.

<b>Problem</b>	<b>Solution</b>
The card contains incorrect information about the person. The errors are minor, such as an incorrect spelling of the name or an inaccurate date or place.	Do the ordinances using the current card. Then correct the details in Family Tree.
<p>The card contains serious errors, such as the following:</p> <ul style="list-style-type: none"> <li>You printed a card for the wrong person.</li> <li>The gender is wrong.</li> <li>The person never existed.</li> <li>The wrong spouse or parents are listed for sealings.</li> </ul>	<ol style="list-style-type: none"> <li>1. Unreserve the person.</li> <li>2. To prevent the ordinances from being performed by mistake, destroy the card.</li> <li>3. Correct the information in the system, and reserve the ordinances again.</li> <li>4. Print a new Family Ordinance Request containing the correct people and ordinances.</li> </ol>
Your name, address, or telephone number is wrong.	Perform the ordinances using the current card. Then make sure that your user profile contains your correct name, address, and telephone number.
The ordinances are already done.	<ol style="list-style-type: none"> <li>1. Unreserve the person's ordinances.</li> <li>2. If needed, merge duplicate records.</li> <li>3. Destroy the family ordinance cards.</li> </ol>
<p>The card you originally printed cannot be used for reasons such as these:</p> <ul style="list-style-type: none"> <li>You lost the card.</li> <li>You gave the card to someone and cannot get it back.</li> <li>The card is damaged.</li> </ul>	<ol style="list-style-type: none"> <li>1. Check your temple ordinances list to see if the ordinances are done.</li> <li>2. If the ordinances are not done, print another Family Ordinance Request for the ordinances.</li> <li>3. Take the Family Ordinance Request to the temple to have the cards reprinted.</li> </ol>
You printed more cards than you and your family can get done.	<ol style="list-style-type: none"> <li>1. Unreserve the person's ordinances.</li> <li>2. Destroy the family ordinance cards.</li> </ol> <p>The system makes the ordinances available for other users to reserve and perform.</p>
You printed more cards than you can get done, and you want the temple to perform them.	<ol style="list-style-type: none"> <li>1. Use Family Tree to assign the ordinances to the temple.</li> <li>2. If no ordinances have been completed, you can destroy the card. If some ordinances were done, you may want to keep the card but write something on it to help you remember that the other ordinances were assigned to the temple.</li> </ol>
The person who had the card printed has died or is no longer	<p>Do the ordinances as normal.</p> <p>If you need to reprint cards for ordinances that were reserved by a person who has since died, you</p>

Problem	Solution
<p>able to reprint the cards or perform the temple work.</p>	<p>need to work with a system administrator. Please send the following information to <a href="mailto:support@FamilySearch.org">support@FamilySearch.org</a>:</p> <ul style="list-style-type: none"> <li>• The person identifier of the person whose card needs to be reprinted.</li> <li>• The name and death date of the deceased person who reserved the ordinances.</li> <li>• Your relationship to the person who reserved the ordinances.</li> <li>• Your full name.</li> <li>• Your birth date.</li> <li>• Your helper access number (which is on your user profile).</li> <li>• If the person who originally reserved the ordinances is not deceased but is no longer able to reprint the cards or perform the temple work, please explain the circumstances.</li> </ul>
<p>You have two cards for the same person. The people's ID numbers are the same.</p>	<p>Destroy the card that contains the fewest completed ordinances. If you have not started the ordinances on either card, destroy one card. Then complete the ordinances using the remaining card.</p> <p>It is no longer necessary to return cards to the temple to delete or remove the ordinances.</p>
<p>You have two cards for the same person. The people's ID numbers are different.</p>	<ol style="list-style-type: none"> <li>1. In Family Tree, use the ID numbers to merge by ID numbers.</li> <li>2. In Family Tree, look at the person's ordinance information: <ul style="list-style-type: none"> <li>• If all ordinances are completed, destroy both cards.</li> <li>• If some ordinances still need to be done, destroy the card of the record that was deleted as a result of the merge. (This is the record that was displayed on the right side of the merge screen.) Use the remaining card to complete the ordinances.</li> </ul> </li> </ol> <p>It is no longer necessary to return cards to the temple to delete or remove the ordinances.</p>
<p>The term lists a married woman's name as "Miss" plus the husband's last name.</p>	<p>If you know the woman's name, add it to her record, and have the card reprinted. If you do not know the woman's name, do the ordinance. The temple systems add the word "Miss" to the card, regardless of whether the woman was married.</p>

## Monitoring the Completion of Ordinances









When you assign ordinances to the temple or give cards to family and friends, you can use your Temple Ordinances list to monitor the completion of those ordinances.


In the column labeled “Ordinance Status,” the Temple Ordinances list shows each ordinance that is available for a person. It also indicates the following information:

- Whether the Family Ordinance Request has been printed.
- Whether the ordinances are done.

To learn what the different colors mean, you can either hover your mouse over the icon or click **Legend**, which is located in the upper-right portion of the screen.

After all of a person’s ordinances are done, Family Tree automatically removes him or her from the Temple Ordinances list.

1. Sign in to FamilySearch.org, and click **Temple**.
2. Display the section of your temple list that contains the family ordinance cards that you want to see:
  - To see the status of all of the ordinances that you have reserved, click **All**.
  - To check on only ordinances that you have shared with the temple, click **Shared**.
  - To check on only ordinances that you have printed, click **Printed**.
3. Use the ordinance icons to track completion of the ordinances:
  - Light blue icons (  ) indicate that the ordinance is not reserved, but it has enough information for ordinances to be done.
  - Red icons (  ) indicate that the ordinance has been shared with the temple, but a temple has not yet printed it in preparation for doing it.
  - Brown icons (  ) indicate that the ordinance has been shared with temple, and a temple has printed it in preparation for doing it.
  - Dark blue icons (  ) indicate that a preliminary ordinance is not yet complete.
  - Gold icons (  ) mean that the ordinance has been reserved, but the card is not yet printed.
  - Green icons (  ) mean that the ordinance has been printed. If the ordinance is assigned to you, you printed the ordinance on a Family Ordinance Request. If the ordinance is assigned to the temple, the temple printed the ordinance for someone to do.
  - Gray icons (  ) mean the ordinance is done. Hover your mouse cursor over the icon to see the date and temple.
  - Icons with a dashed line (  ) mean that the person’s ordinance information is not available for one of these reasons:
    - The information is not made available to the public because of privacy reasons.
    - The person was born before 1500.





- The person's record does not contain enough information for the ordinances to be done.
- Icons with no box (  ) indicate that the person does not need this ordinance because he or she either was stillborn or died before age 8.

If you assigned ordinances to the temple, the person's names remain on your Temple Ordinances list until all of the reserved ordinances are completed.

After all of a person's ordinances are done, the system automatically removes him or her from the Temple Ordinances list.


## How Ordinance Statuses Change When the Ordinances Are Assigned to You





When you reserve ordinances, the ordinance statuses help ensure that the ordinances are performed in the correct order. They also can help you track the completion of the ordinances.

Action	Ordinance Status	Ordinance Icon
You reserve a person's ordinances.	The person is added to your Temple Ordinances list. The ordinance status indicates that the family ordinance cards are not printed.	
You print a Family Ordinance Request for the reserved ordinances.	The ordinance status indicates the ordinances for which the Family Ordinance Request or cards were printed.	
You have the family ordinance cards printed.	The ordinance status indicates the ordinances for which the Family Ordinance Request or cards were printed.	
You perform one of a person's ordinances.	The ordinance status indicates which ordinances are done.	
You perform all of a person's ordinances.	The system automatically removes the person from the Temple Ordinances list.	

## How Ordinance Statuses Change When Ordinances Are Assigned to the Temple

When you assign ordinances to the temple, the temple ensures that the ordinances are performed in the correct order. The ordinance statuses tell you which ordinances are done, which are being performed, and which are still on the list waiting to be performed.

Action	Ordinance Status	Ordinance Icon
You reserve a person's ordinances.	The person is added to your Temple Ordinances list. The ordinance status indicates that the family ordinance cards are not printed.	

Action	Ordinance Status	Ordinance Icon
You share a person's ordinances with the temple.	The ordinance status changes to "Shared" and appears on your Shared list.	
A temple has printed the ordinance.	The temple icon appears next to the person's name on your Temple Ordinances list.	
A temple begins to work on all or some of the ordinances.	The ordinance status changes to "Shared Printed." The color of the ordinance icon turns brown.	
The ordinance is done.	The ordinance status indicates that the ordinance is done.	

## Sharing Ordinances



### Sharing Ordinances with the Temple, Family, and Friends

You do not have to do all of your ancestor's ordinances yourself. You can share the ordinances with the temple. The temple will arrange for the ordinances to be performed by temple patrons. You can also coordinate the temple work among your family and friends.

To share ordinances with the temple, the names must be on your temple list. If you have already printed the family ordinance cards and decide that you want to share them with the temple instead, you must unreserve the ordinances, rereserve the ordinances, and then share them with the temple.

**Important:** Be sure to destroy the cards you printed previously so that the ordinance work does not get performed twice. On the Family Ordinance Request you printed previously, you might make a note that you have shared the ordinances with the temple.

1. Sign in to FamilySearch.org, and click **Temple**.
2. To share ordinances with the temple, follow these steps:
  - a. Click **Not Printed** or **All Reserved**.
  - b. Click the **check box** of each person whose ordinances you want to share.  
Buttons appear at the top of your list.
  - c. Click the **Share** button.
  - d. Click the check box for each ordinance that you want to share.
  - e. Click **Share**.

The ordinances now show as "Shared," with a red icon () . When a temple prints the ordinance card in preparation for doing the ordinance, the icon turns brown () .

3. To share temple ordinances with family and friends, use one of these options:


- Tell family and friends which people or families need ordinances. Let them reserve and complete the ordinances themselves. Provide the person identifiers if the ordinances are difficult to find in Family Tree.
- To provide baptisms for a large group of youth or new Church members to do, consider reserving only the baptisms and confirmations. You can either leave the remaining ordinances for other Church members to reserve, or you can assign the remaining ordinances to the temple.
- Give family and friends either the family ordinance cards or a Family Ordinance Request that you have prepared.

**Tip:** When the system creates a Family Ordinance Request, it creates and displays a PDF file. You can send this file by e-mail to family or friends rather than giving them a printed copy. It is helpful to keep a list of the cards and requests that you give to other people so that you do not forget what you have given to whom.

## Unsharing Temple Ordinances

If you shared ordinances with the temple and then decide to do them yourself, you unshare the ordinances. You can then print them on a Family Ordinance Request.

1. Sign in to FamilySearch.org, and click **Temple**.
2. Click **Shared**.
3. Click the **check box** of each person whose ordinances you want to unshare.

You can unshare ordinances that have a red icon (). If the icon is brown, it means that a temple has printed the ordinance, and it can no longer be unshared.

The Unshare button appears at the top of the list.


4. Click **Unshare**.
5. Click the **check box** for each ordinance that you want to unshare.
6. Click **Unshare**.

## Unreserving Ordinances

If you no longer want to perform a person's temple ordinances, you can unreserve the ordinances (cancel your reservation). The incomplete ordinances become available for other relatives to request.

Whether you can unreserve an ordinance depends on whether the ordinance has been shared with the temple and whether the temple has started doing the ordinance. You can unreserve the following ordinances.

- You can unreserve ordinances on your All list if they have a check box next to them.
- You can unreserve ordinances on your Not Printed List.
- You can unreserve ordinances on your Printed List. If you do, please destroy the Family Ordinance Request or ordinance card.
- You can unreserve ordinances on your Shared List if the ordinances have a red icon

(). If the icon is brown, it means that a temple has printed the ordinance, and it can no longer be unreserved.



1. Sign in to FamilySearch.org, and click **Temple**.
2. If on the All tab you can find the ordinances that you want to unreserve, leave it selected. Otherwise, display the section of your temple list that contains the ordinances that you want:
  - If you have not yet printed a Family Ordinance Request, click **Not Printed**.
  - If you printed a Family Ordinance Request, click **Printed**.
  - If you shared the ordinance with the temple, click **Shared**.
3. Click the **check box** of each person whose ordinances you want to unreserve. The Unreserve button appears at the top of the list.
4. Unreserve the ordinances:
  - a. Click **Unreserve**.
  - b. Click the **check box** of each ordinance that you want to unreserve.
  - c. Click **Unreserve**.

Ordinances that are not yet done are made available for other Church members to reserve.

If you unreserved the wrong person, simply request the person's ordinances again.

## The Prevention of Duplicate Ordinances

When you prepare to perform a person's temple ordinances, you should ensure that the ordinances have not already been done.

President Gordon B. Hinckley said:

One of the most troublesome aspects of our temple activity is that as we get more and more temples scattered across the earth there is duplication of effort in proxy work. People in various nations simultaneously work on the same family lines and come up with the same names. They do not know that those in other areas are doing the same thing. We, therefore, have been engaged for some time in a very difficult undertaking. To avoid such duplication, the solution lies in complex computer technology ("Opening Remarks," *Ensign*, Nov. 2005, pp. 5–6).

This complex technology refers to Family Tree. Family Tree prevents duplication of ordinances in these ways:

- It contains the most recent information about completed temple ordinances. Information about completed ordinances is usually added to the system within 24 hours.
- If a person's ordinances have been completed, the system prevents them from being performed again.
- You can reserve a person's ordinances. If other users try to do the same ordinances, the system tells them that those ordinances are reserved by someone else.

Occasionally you may find that someone else has already performed or reserved ordinances that you would like to perform. Please honor the work being done by others. Do not add duplicate records into the system just so you can perform the ordinances. Duplication of ordinances, however well meaning, should be avoided.



# Signing in to Use Family Tree for Someone Else

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Members of The Church of Jesus Christ of Latter-day Saints can sign in to use Family Tree for someone else. It is called being a helper. The people you help don't have to be members of the Church, but they do have to be registered with FamilySearch.org. When you sign in as someone's helper, you see that person's family tree, including the deceased ancestors and the living members of the family.

You can sign in as a helper only with the permission of the person you are helping. You can use the helper function to do tasks like these:

- Preview members' information in Family Tree before you visit to help them with their family history.
- Reserve temple ordinances for their ancestors and print a Temple Ordinance List that they can take to the temple. The ordinances will be reserved for the people you are helping, not for you.
- Add and correct their family information in Family Tree.

**Note:** While you are signed in as a helper, the system identifies the person that you are helping as the "contributor" of any change that you make. This allows others to contact the person that you helped, not you, to coordinate research.

- Add the members' photos and stories to Family Tree.
- Print and share the members' family information, such as fan charts, pedigrees, and family group records.


The only things you cannot do are the following:

- Change the user profile of the person that you are helping.
- See the history list of the person that you are helping. (The history list is the feature that lets you return to the people that you worked with previously on the tree or a details page.)

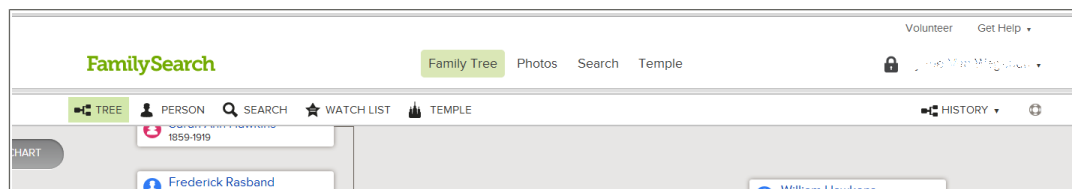
To sign in as a helper, follow these steps:

1. Gather the member's contact name and helper number.

**Tip:** To find this information, have the member sign in to use FamilySearch.org. Then click the member's name in the upper-right corner, and click **Settings**.


2. Sign in to use FamilySearch.org with your own username and password.
3. Click **Family Tree**.
4. Click  **(Help Others)**.

The Help Others option is located in the upper-right portion of the screen, beneath the Help link.



5. Enter the contact name and helper number of the person that you want to help.

**Important:** Make sure that you use the contact name and helper number of the individual that you are helping, not your own.

6. Click **Submit**.  
The Family Tree of the person you are helping appears. A bar appears on the right side of the screen that contains your name and the name of the person being helped. The color of the Help Others icon changes to brown.
7. When you are finished helping, click  **(Stop Helping Others)**.
8. When the system asks if you are sure, click **Stop**.

## Changing Your Helper Number in Family Tree

A helper number is a number that you can give to someone else to let him or her use Family Tree on your behalf. Change your helper access number if someone has helped you previously and you no longer want that person to have access to your account.

1. Go to [www.familysearch.org](http://www.familysearch.org), and sign in.
2. Click **your name**, which is shown in the upper-right corner of the screen.
3. Click **Settings**.

4. In the Helper Number field, delete the default number, and enter a new one.

Phone Number	801-766-1388 ✓	<input type="checkbox"/> ✓ Public
Mailing Address	1147 West Meadow Brook Ln. Lehi, Utah 84043 ✓	<input type="checkbox"/> ✓ Public
Country	United States	<input type="checkbox"/> ✓ Public
Helper Number	✓	Note: Use 5 numbers or letters.

Your new helper number is saved automatically when your cursor exits the field or when you click **Back** to return to FamilySearch.org.



# Glossary

## Affiliate

A software vendor, web application service provider, records provider, image provider, or other entity that has agreed to work with FamilySearch International.

## Ancestral File

Ancestral File is a file containing lineage-linked, genealogical information that is submitted by patrons. It contains names and often other vital information (such as date and place of birth, marriage, or death) of millions of individuals who have lived throughout the world. It is available for searching on the FamilySearch website.

## Ancestral File number (AFN)

A unique identification number that was assigned to every person that originally came from Ancestral File. An example of an AFN number is 3C88-WF.

## Born in the covenant

Children who are born after their mother has been sealed to a husband in a temple are born in the covenant of that sealing. These people do not need to receive the ordinance of sealing to parents and should not be sealed to any other parents. In Family Tree, the ordinance icon is colored

like this: .

## Certified third-party program

A computer program that works with products from FamilySearch International but that was not developed by FamilySearch International. A review board reviews the programs to make sure they work with the systems as promised.

## Completed

An ordinance status that indicates that the ordinance has been performed. If an ordinance is completed, the date when the ordinance occurred and the temple or place where it occurred may also appear. In Family Tree, the ordinance icon is

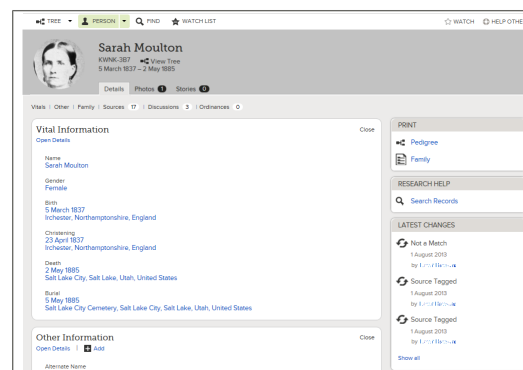
colored like this: .

## Contributor

A person who provides information to the system.

## Details page

In Family Tree, a screen that shows all of the information about a person. It looks like this:



## Discussions

A feature in Family Tree that helps you coordinate family history work with other FamilySearch users. The Discussion feature works similar to social networking sites.

## Event

An occurrence—such as a birth, marriage, or death—in a person's life.

## Fact

A piece of information about a person that is not related to a life event. A fact may or may not have a date and place. Examples of facts might include hair color, occupation, religious affiliation, and so forth.

## Family ordinance card

A piece of paper that is used when performing and recording temple ordinances for deceased ancestors.

## Family Ordinance Request

A piece of paper that lists the people whose ordinances you will perform and the specific ordinances that you have selected.

## FamilySearch Account

A single user name and password that people who are not members of the Church use to sign in to FamilySearch websites.

## FamilySearch International

The largest genealogy organization in the world. Millions of people use FamilySearch records, resources, and services to learn more about their family history. For over 100 years, FamilySearch has been actively gathering, preserving, and sharing genealogical records worldwide. Patrons may freely access our resources and services online at FamilySearch.org, or through over 4,500 family history centers in 70 countries, including the renowned Family History Library in Salt Lake City, Utah.

## GEDCOM

An acronym for “GEnealogical Data COMMunications.” GEDCOM is a computer data format created by The Church of Jesus Christ of Latter-day Saints for storing genealogical information so that many computer programs can use it.

## Helper

A person who enters information into the system in behalf of someone else; a submitter.

## Helper Number

The number that you can give to someone else to let him or her use Family Tree on your behalf. The number automatically assigned by the system is the last 5 digits of your membership record number. You can change your helper number by clicking your name at the top of the screen and clicking **Settings**, changing the number, and then clicking **Save Changes**.

## ID number (Person Identifier)

A number that identifies people in Family Tree. (This same number is used in new.familysearch.org. There it is called a “person identifier.”) A person’s ID number does not change over the life and death of the person. ID numbers are generated randomly to help the system keep track of a person’s record. You cannot use them to determine specific information about the person or the source of the information.



## International Genealogical Index (IGI)

The International Genealogical Index is a computer file that listed several hundred million names of deceased persons from throughout the world. It is available on the FamilySearch website. Indexed records are found today in the Community Indexed IGI and also by searching the historical records collections. Patron contributed records are exclusively found today by searching the IGI collection found in the historical records online by searching the Community Contributed IGI record set.

## LDS FamilySearch Account

A single user name and password that Church members use to sign in to Church websites and computer systems.

## Looping pedigree

A pedigree in which people are incorrectly linked back to themselves in future or previous generations. For example, a person may be mistakenly combined with a father or grandfather of the same name.

## Merge

To combine two records that are for the same person. Merging creates a record that displays the most complete and accurate information from both records. (For example, the name may come from one record and the birth information from the other record.)

## Needs more information

An ordinance status that indicates that more information is needed for an individual before the ordinance can be done. In Family Tree, the ordinance icon

is colored like this: .

## New FamilySearch Website (new.familysearch.org)

An online family tree application that is being replaced by FamilySearch.org and Family Tree.

## Not available

The individual's ordinance information is not made available to the public. The most common reasons for this are these:

- Privacy reasons prevent the ordinances from being displayed.
- The individual lived before A.D. 1500, and the ordinances are probably completed.
- Additional approvals are required before the person's ordinances can be performed.

If you have any questions, please contact FamilySearch Support by visiting <https://contact.familysearch.org> for more information.

In Family Tree, the ordinance icon is

colored like this: .

## Not needed

An ordinance status that indicates that the individual does not need this ordinance because he or she was stillborn, died before age 8, or was born in the covenant. In Family Tree, the ordinance icon is colored

like this: .

## Not printed

An ordinance status that indicates that you have reserved the ordinance, but the family ordinance card has not yet been printed. In Family Tree, the ordinance icon is

colored like this: .

## Not ready

An ordinance status that indicates that an ordinance cannot be done because the individual has not been deceased for at least one year.

## Note

Narrative, free-form information that is attached to a person.

**Pedigree Resource File**

The Pedigree Resource File is a computer file that contains names; family relationships; and birth, marriage, and death information for millions of people. The Pedigree Resource File was originally published on compact disc. It is also available on [www.familysearch.org](http://www.familysearch.org).

**Person**

A person with a record in the system. Also the record itself.

**Possible Duplicates**

Records that are similar enough that they may be duplicate records for the same person. The system finds and displays the similar records so that users can determine whether the records are for the same person and should be merged.

**Printed**

An ordinance status that indicates that you have already printed a Family Ordinance Request or family ordinance cards. In Family Tree, the ordinance icon is colored

like this:  .

**Ready**

An ordinance status that indicates that there is enough information to perform this ordinance. In Family Tree, the

ordinance icon is colored like this:  .

**Relationship type**

A piece of information in Family Tree that describes how a parent and child are related. The relationship types include biological, step, foster, and so forth.

**Sign in**

To enter a user name and password for the purpose of using a computer system.

**Sign out**

To end access to the computer system.

**Source**

The record or the person who supplied the information.

**Source box**

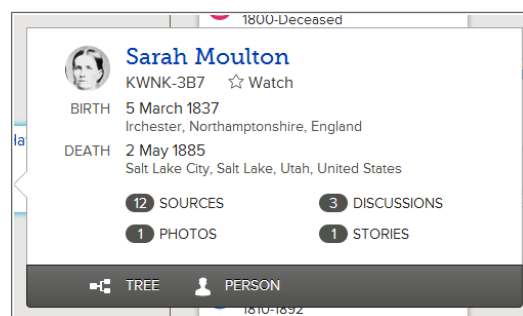
A screen that contains the sources that you create and use in the FamilySearch Family Tree. It lets you reuse sources instead of retyping a source each time you need to use it.

**Submitter**

A person who enters information into the system in behalf of someone else; a helper.

**Summary card**

In Family Tree, a box that shows the most important information about a person in the system. To display it, click a person's name. The summary card looks like this:

**Synchronize**

A feature of some third-party programs that can do the following:

- Add information from your database to the system without using GEDCOM.
- Add selected information from the system to your database.
- Combine duplicate records.
- Separate records that were incorrectly combined.

**Unreserve**

To cancel your reservation of a temple ordinance. The incomplete ordinance becomes available for other users of the system to reserve.

**Unwatch**

In Family Tree, a feature that lets you stop receiving notification when information about one of your ancestors changes.

**User name**

A sequence of characters that identifies the person who is using a computer system.

**Vital information**

In Family Tree, the most important identifying information about a person. Vital information includes the person's name, gender, birth, christening, death, and burial information.

**Waiting**

An ordinance status that indicates that someone has already printed a Family Ordinance Request or family ordinance cards for the prior ordinances. These ordinances may be assigned to the temple. The later ordinances will be waiting until the prior ordinances are completed. In Family Tree, the ordinance icon is colored

like this: .

**Watch**

In Family Tree, a feature that lets you receive notification when information about one of your ancestors changes.

