

Quick Start to Family Tree



Family Tree is a new way to organize and record your genealogy online. It is free, is available to everyone, and provides an easy way to discover your place in history with free tools to help you preserve and share your family's story for generations to come.

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.

To get to Family Tree, go to www.familysearch.org, and click **Family Tree**.

The information that Family Tree contains about your ancestor appears.

Building Your Family 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 them all 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 to Your Existing Tree

Once your tree has some information, you need to continue adding information until you can link in generations whose information is already in Family Tree.

1. On the pedigree view, find the place where the ancestors's name should appear.
2. Click **Add Husband** or **Add Wife**.
If you need to add a child, additional spouse, sibling, or other person whose name does not appear on the pedigree, follow these steps instead:
 - a. On the pedigree view, click the name of one of the person's family members.

- b. On the summary card, click **View Person**.
 - c. Click **Family**, or scroll down the **Family Members** section.
 - d. Click the appropriate **Add** link.
For example, to add a spouse, click the **Add Spouse** link that appears in the Spouses and Children column.
3. If the person is alive, or if you think that the person is not already in Family Tree, follow these steps:
- a. Click **Add Person**.
 - b. If needed, select a different template.
Use the templates to enter names in Chinese, Japanese, Korean, Russian, Spanish, Portuguese, Cambodian, Mongolian, and Thai.
 - c. Enter the name and other information.
When you enter the dates and places of birth and death, a list of options appears beneath the field. As soon as the correct option appears, you can click it. These options are standard dates and places. Many places have similar names. Around the world, dates are entered in different ways. Using standard dates and places helps the system identify the exact date or place you meant.
 - d. Click **Continue**.
Family Tree looks for records that it might already have about this person. If it finds some, it displays a list of matching records. If it does not find any, it displays the newly added person.
 - e. If the Family Tree found matching records, look through the records. If one of them is correct, click **Select**. Otherwise, click **Add**, and enter the person's information.
4. If the person is deceased and you think that he or she is already in Family Tree, follow these steps:
- a. Click **Find Person**.
 - b. If you want to search using the person's name and other information, leave the **Find Person** option selected. If you know the person's ID number, click **Find by ID**.
 - c. Enter the requested information.
 - d. Click **Find**.
A list of search results appears.
 - e. If the correct person is listed on the search results, click **Select**.
If the correct person is not listed on the search results, click **Add**, enter the remaining information that you know about the person, and click **Continue**.
- The person is added to your tree.

Adding and Correcting Information about People and Relationships

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.

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

Option	Description
Add the person's gender, birth, christening, death, or burial information.	<ol style="list-style-type: none"> 1. Scroll to the Vital Information section. 2. Click the + Add link that appears beneath the name of the field. Important: Be sure to select the correct template if you need to enter names in Spanish, Portuguese, Cyrillic, Chinese, Japanese, Khmer (Cambodian), Korean, Mongolian, or Thai. 3. Enter the information, and click Save.
Add a new piece of information to the Other Information section.	<ol style="list-style-type: none"> 1. Scroll to the Other Information section. 2. Click the + Add link that appears beneath the Other Information heading. 3. Click the type of information that you want to add. 4. Enter the information, and click Save.
Edit or delete information that has already been added to the Vital Information and Other Information sections.	<ol style="list-style-type: none"> 1. Scroll to where the information is displayed in either the Vital Information or Other Information section. 2. Click the information that you want to edit or delete. For example, to edit the birth date, click the birth date. 3. To replace the information that is already there with more correct information, click Edit. To remove the information, click Delete. <p>Note: 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"> • Add a spouse. • Add a child. 	<ol style="list-style-type: none"> 1. Scroll to the Family Members section. Spouses and children are listed on the left side of this section. 2. Click the correct option: <ul style="list-style-type: none"> • To add a new spouse, click + Add Spouse. • To add a new child, click the + Add Child option that appears at the bottom of the box that lists the couple's children. • To add a child to that person when you do not know the other parent, click the + Add Child with an Unknown Father or + Add Child with an Unknown Mother option. This option appears beneath all of the person's spouses and children. 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 Add Person.
<ul style="list-style-type: none"> • Add a parent. • Add a sibling. 	<ol style="list-style-type: none"> 1. Scroll to the Family Members section. Parents and siblings are listed on the right side of this section.

Option

Description

2. Click the correct option:
 - To add a new parent, click  **Add Parent**.
 - To add a new sibling, click the  **Add Child** option that appears at the bottom of the box that lists the couple's children.
 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 **Add Person**.
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- **Add, edit, or delete a couple's marriage date or place.**
 - **Unlink a couple.**
 - **Indicate that a couple had a common-law marriage.**
 - **Indicate that a couple divorced.**
 - **Replace an incorrect spouse with a correct one.**
1. Scroll to the Family Members section, and find the box containing the names of the husband and wife.
 2. Click the **Edit Couple** link that is in the box.
 3. Make your change:
 - If these two people should not be connected as spouses, click **Delete Relationship**.
 - If one of the spouses is incorrect, click the incorrect spouse's name, and click **Change**.
 - To correct or delete an existing marriage event, click the incorrect marriage event. Then click **Edit** or **Delete**.
 - To add a new event about the marriage, click  **Add an Event**. You can add marriage, divorce, annulment, and common law.
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- **Add, edit, or delete a relationship type to indicate that the relationship was biological, adopted, foster, guardianship, or other.**
 - **Unlink a child from the parents.**
 - **Remove an incorrect parent.**
 - **Replace an incorrect parent with the correct one.**
1. Scroll to the Family Members section, and find the box containing names of the father and mother.
 2. If the couple's children do not show up, click the  **Children** option that is beneath their box.
 3. Hover your mouse cursor over the name of the child whose relationship information you want to see.
 4. Click the **Edit Relationship** link that appears.
 5. Make your change:
 - If this child should not be connected to either parent, click **Delete Relationship**.
 - If one of the parents is incorrect, click that parent's name. If you know the correct parent, click **Change**. If you do not, click **Remove**.
 - To correct the relationship type, click the incorrect relationship type.
 - To add a new relationship type, click the  **Add** option that appears for the father or mother.
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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.

Seeing Your Ancestors on a Pedigree Chart or Fan Chart

In Family Tree, you can display your ancestors on different types of views. The pedigree view makes it easy to focus in 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.

Displaying More Generations 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.
- To display the children of the couple who are in the main position of the tree, click , which appears to the left of the person's name. The children appear to the left of the couple.
- To display the children of any couple, click  **Children**. The children appear beneath the couple.

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.

1. To display a couple's children, follow these steps:
 - a. 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.



- b. 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.

- c. 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 (○).

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 of 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, use the process to display a different set of parents. Do this even if one parent is displayed correctly and the other is not.

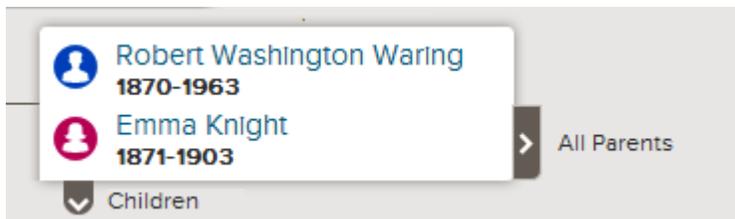
Important: If you switch to a different spouse, but the pedigree view keeps reverting back to the previous spouse, then you need to display a different set of parents. For example, if your mother's step-father is displayed instead of your mother's biological father, display a different set of parents for your mother. In this case, simply changing your grandmother's spouse does not work.

- If the tree displays a person's wrong spouse and descendants, use 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.

Attaching Sources to People and Relationships

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, 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. Open the person's details page.
2. Indicate whether you want to attach the source to the person or to a relationship:
 - To attach the source to the person, scroll down to the Sources section of the person's details page.
 - To attach the source to a couple relationship, scroll down to the Family Members section, and 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.
 - To attach the source to a parent-child relationship, scroll down to the Family Members section, and 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.
3. 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 Sources**.

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 post 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.

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 **checkbox** 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.

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