

Adding Sources to FamilyTree

1. Sources within the FamilySearch System

- a. PERSON page > **RECORD HINT** > (Select a Hint) >
> (View Image) > Reason to Attach Source > Attach

Review and Attach

The screenshot shows the FamilySearch interface for a record. The main section is titled 'Person of Record and Spouse'. On the left, the person of record is John Pickard (1857-), with details: Name John Pickard, Gender Male, Birth 1857. On the right, the spouse is Harriet Alice Smethurst (1858-1926), with details: Name Harriet Alice Smethurst (Wife), Gender Female, Birth 1858, Marriage 19 October 1879, Monk-Bretton, Yorkshire, England, United Kingdom. The 'Reason to Attach Source' field contains the text: 'Marriage record of Jesse Pickard and Harriet Smethurst, which names fathers'. The 'Attach' button is highlighted.

Repeat for each person on the record, making sure to move data from left to right.

NOTE: If the record names someone who is not already on the tree, FamilySearch will provide options, first via "Find a Match in Family Tree" and second, via "Create a Person"

The screenshot shows the 'Find a Match in Family Tree' interface. It has two tabs: 'Possible Matches' and 'History List'. Below the tabs, there is a search field with the text 'Know the ID number? Enter it here:' and a 'Select' button. Below the search field, there are two results listed:

- Kate Swager (1854-1921) • LCPP-X8G [Select]
- West Peter Fisher (1848-1934) • KN4F-WM4 [Select]

- b. PERSON page > **SEARCH RECORD** > (Follow the same procedure as above)

2. Create a New Source - from a document

- Digitize and name your document
- Place the document on your computer desktop (or wherever you can easily find it).
- Add the digitized document to Memories:

Choose Memories from **Person Page**

Memories > + Add Document > Drag and drop image from desktop > Add Document

(Document uploads as a memory on the Person page and in Memories as well)

Add title and Save. Add description and Save. *(Save after each each step).*

- **To add a document as a source:**

Person Page of individual > Sources > Create a New Source >

Add a Memory > + Add File > Click circle of desired document > Attach to Source >

(Automatic return to Create a Source where document will appear with Title and Description) >

Add citation > Save

NOTE: Document will be saved under documents file in the individual's Person Page, in your General Documents file and as a source.

NOTE: Document can be used repeatedly by following this procedure for each person named in the document. Repeat instructions "To add a document as a source".

3. Create a Source - from the web

- a) Open 2 tabs
 - Person Page: of individual to receive data found.
 - Internet: to find information on a given individual or family
- b) Choose **Create a New Source** (on Person Page)
- c) Copy and Paste from the Website to the Source that you are creating:
 - **URL address**
 - **Citation** information (which is where the record is found)
- d) Add **title** (You decide what it should be)
- e) Add remarks, which **Describe the Record**
- f) Add **Reason to Attach**
- g) Check **Attach to Source Box** (if you will attach the document to another individual).
- h) **Save**

4. Attach a source - from your Source Box

Person Page > Sources > Attach from Source Box > My Source Box > Attach

Note: Make sure that you are on the correct person's page. See correct name at upper left while you are in your Source Box.

Family Tree Training Lessons and Video

<https://familysearch.org/learningcenter/lesson/family-tree-training-lessons-and-videos/818>

TEACHING NOTES:

- Match each individual separately
 - Move data from Document to Tree (left to right)
 - Individuals on left side can move positions up and down.
 - After a record is attached, options change.
 - You can not again add the source to the same person.
 - You can go immediately to Family Tree OR
 - You can Review Historical Records
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- [Select](#): (Using an ID number assures accuracy.)

Sources attached to Person Page:

- Use arrows to organize (i.e. move up and down)

Source Box:

- What is My Source Box?
- How and why is it useful?
- Should I keep everything in My Source Box?
- Only you can see and use your source box.

Notes (Review)

Discussions (Review)

Research Logs (Review): for sharing

Legacy Disputes (Review)