

## Searching, Finding & Documenting our Family in Family Tree.

**Sign in** to FamilySearch.org to get the advantages of both Family Search and Family Tree.

**How to Sign into Family Tree:** Sign in or make a Free Account, and then sign in. When we are signed in our name will appear on the top right side of the page. The words Family Tree appear next to the FamilySearch Icon at the top left side of the page. When you click on Family Tree it will ask you to sign in, if you are not already signed in. When you click on FamilySearch Icon you will be taken to page 1 of FamilySearch.org.

**To create a Free Account.** Write down the User Name and Password that you and FamilySearch agree is a good User Name and Password. The password must be at least 8 characters with both numbers and letters. FamilySearch will send to your Email or Mobile Number a link to activate your account. After you activate your account you can sign in to FamilySearch, using your new user name and password. If you cannot sign in click Get help at the top of the page. Click Call us or live chat and they will help you correct typos or reset the password.

### Searching Aids in Family Tree

**Change VIEW of the Family Tree:** Under FamilySearch Icon is a (VIEW: current chart v) . Click the down arrow ( v ) to change to any of the following views:VIEW:DECENDANCY, or VIEW:FAN CHART, or VIEW:PORTRAIT, or VIEW:TRADITIONAL. Clicking on any person's name in any of the VIEWS take us to their Summary Card. Clicking on the word PERSON or their name on the Summary Card will take one to their Details page.

**VIEW:DECENDANCY will show COLORED BOXES:** Request Ordinances, Record Hints, Research Suggestions, Data Problems, Shows Portraits and Spouses. Generations 1,2,3, or 4 generations can be seen if clicked. This is a great search tool, for those with a large Family Tree. Shows Personal ID. And prompts us to remember all the details that may be missing or needed.

**VIEW:FANCHART** Shows 4 generations in a circular pattern. Click on someone's fan symbol puts them in the main position, so that we can see where the holes are in the Family Tree. This is a good search tool. Advanced users often use Fan Chart to help them find missing family.

**VIEW:PORTRAIT** Shows our Family Tree in boxes form. Makes a great memorial when images of our family are included. Good for hanging on the wall to remind us to remember them.

**VIEW:TRADITIONAL** is a pedigree Chart in form. It shows the Parents birth and death of the husband and wife and their parents. It also shows their Personal ID numbers. Clicking on any of the names, in blue, takes you to their Summary Card. Clicking on the word TREE on the summary card will allow one to do descendency research on their children in a pedigree format. Beginning users find that the Traditional view has more information and this is a good finding aid. (For complete training for FamilySearch's Family Tree go to the following URL: )

<http://broadcast.lds.org/elearning/fhd/Community/en/FamilyTreeCurriculum/index.html>

## The Searching Tools of Family Tree

1. **Record Hints** - Found on a person's details page, are usually for the right person. Hints find records for your person or family. When we click Attach to FamilyTree, a tool called Source Linker helps us attach the record to Family Tree and to each person on the record. Now that the record is attached it is called a Source. Sources prove that our family tree is true, accurate and complete.
2. **Possible Duplicates** - Duplicates often add other family members. Here we can add other people's submissions to our Tree, if they are our family.
3. **Search Records –Using Filters** Start Records search from the person's details page, so the records are automatically attached go to your person. Then use the Source Linker to put the record into Family Tree as a source for each person in the record.
4. **View:Descendancy** Changing the view to find research information and search opportunities.
5. **Descendancy Research** using the view of a person, View:Traditional, we can find the children and the Children's children. More search opportunities.
6. **View:Fan Chart** Makes it possible to see those that are missing persons in our Tree. So we have more search opportunities.

## General Information FamilySearch's Family Tree

Demonstration or Reviewing of any of the Search Techniques in Family Search or Family Tree will be done with audience participation at the end of this section.

Putting it all together so that we prove our research with records and documents now called sources. Using these tools makes finding our family far easier. Remember: Not all records are on line. Microfilms, and films of books can be ordered at <https://familysearch.org/films> or by following the prompts under Catalog.

Note: Family Tree will not show living people. If you put them in to your private space, then only you can see them, but records cannot be attached to living people.

Note: To connect to other people's genealogy already in Family Tree, just ADD family names to the details page or pedigree. Put in minimum information. When you find a match, of a deceased person, your tree will automatically fill out.

Note: When the wife's maiden name is unknown use Mrs. to indicate husband first name and or last name is being used. Add her real name and remove Mrs when found.