



Making the Most of FamilySearch

FamilySearch is an extension of the Family History Library in Salt Lake City. Over the years, the FHL has been sending teams worldwide to microfilm records. There are over 3.5 million rolls of microfilm in its collection in addition to microfiche, books, and other resources. About 20 years ago, an effort began to extract the information from these sources and index that information. This has evolved into an effort to digitize and index all the microfilms currently in its collection and digitize and index any new records that are filmed. Indexing is done by volunteers and the FHL has entered into partnerships with various other family history-related groups such as My Heritage, Find My Past, Ancestry.com, etc. In the past, it was possible to order microfilm rolls from the library to be sent to one of its branch libraries, but this has become cost-prohibitive and was discontinued in September 2017. FamilySearch has now digitally reproduced the bulk of its microfilm collection, with over 1.5 billion images available online. The digitization of remaining microfilms is expected to be completed by 2020.

Setting Up An Account

To access FamilySearch, you will need to set up an account. There is no charge associated with having a FamilySearch account, but this has become a requirement due to the partnerships mentioned above. At times, you may be referred to a partner site and that site may require you to have a paid membership with them in order to see the information that they have indexed. Just click on the **Free Account** button in the upper-right corner of the window and follow the simple steps you will find there.

Main Menu

Messages – If there are messages sent to you by others using FamilySearch, you will see a number by this item.
Volunteer – Perhaps you would like to become part of the volunteer group that indexes records for FamilySearch or even assist others in using the program. Being a volunteer has never been easier and it is something you can even do in your jammies!

Help –

Help Center – Access FAQ's (Frequently Asked Questions) documents for the various areas of FamilySearch

Getting Started – Great short articles and videos to help you get started using FamilySearch

Contact Us – Address of local Naples Florida Family History Center and phone number, send a message, start a live chat, or a phone number to get "live" help 24/7.

Learning Center – Short videos on a plethora of family history subjects from navigating Family Tree portion of Family Search to researching in specific geographical regions and more!

My Cases – If you have contacted **FamilySearch Support** and a case has been set up, this is where you can track and view the answer to your query.

Research Wiki – A quick link to the **Research Wiki**.

What's New – This link takes you to the **FamilySearch blog** which will give you articles on recent additions and changes in FamilySearch as well as articles that will help with your research.

FamilyTree

Tree - You can view your Family Tree 4 different ways – Landscape, Portrait, Fan Chart and Descendancy. You have the ability with "Options" to alter what is displayed on each of the Tree views.

Person - The person page is where you will see the details for your ancestor. It is also the place you will do most of your work. This is where you will receive Hints about your ancestor. This is where you will enter information about your ancestor. This is where you will start your research "Search Records" from. This is where you can print copies of your charts and group sheets.

Recents - This provides you a list of the last 50 people you have opened, with you always at the top of the list.

Find - This allows you to search by name or ID for your deceased ancestors.

Lists - This shows you those ancestors you have put on your "Watch" list. You will receive an email to notify you of any changes made to any person on your watch list.

Search

Records - This is where you can begin searching the billions of indexed records and browsing the unindexed records available on FamilySearch. You have the ability to focus your search by place and record type

Family Tree - This allows you to search by name or ID for your deceased ancestors.

Genealogies - Genealogies are trees submitted to FamilySearch that can help you fill out your family lines within Family Tree. Accuracy of the data in these genealogies varies from tree to tree; we encourage you to validate all data. You can search by name for your deceased ancestors in various genealogy collections such as IGI, Pedigree Resource File etc.

Catalog - This allows you to search the FamilySearch genealogical materials (including books, online materials, microfilm, microfiche, and publications) made available by FamilySearch online and in libraries and centers worldwide.

Books - This section allows you access to 350,000 digitized genealogy and family history publications from the archives of some of the most important family history libraries in the world.

Research Wiki - Get genealogical research advice, or learn where to find record collections in our 87,573 articles

Memories - This is where your Photos, Documents, Stories and Audio are stored. The Gallery are memories you have added. The People - These are the memories added by you and others.

Indexing - You can begin indexing from FamilySearch

Main Frame

Featured Articles /Info about Family Search

New Additions of Documents, etc. to your ancestors' records

Recommended Tasks - Shows list of ancestors for which there are either problems or FamilySearch has identified sources you might want to add.

Recent People - List of people you have recently looked at or worked on

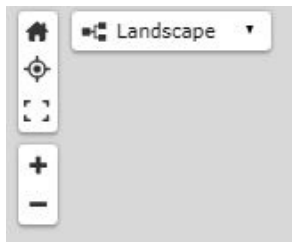
To-Do List - Keep track of what you want to work on

Bottom Menu Bar

There are several links on this menu, but just one will be mentioned here since others are somewhat redundant to cover.

App Gallery - One place to find all the apps you need, to Find, Connect, Organize, and Explore your family history.

Family Tree Window



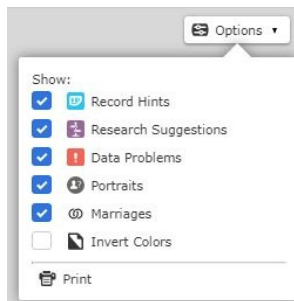
Home - Takes you back to yourself.

Recenter - Moves Pedigree to center of frame

Full Screen - Eliminates Header Info

+ and - - Use these controls to make the image/pedigree chart larger or smaller in size

Landscape - Choose the format for viewing the pedigree chart **Landscape, Portrait, Fan, or Descendancy**



Use these options to set what you see in the pedigree display or to print the pedigree chart as viewed.



Based upon your choices in Options (above), symbols may appear after the name of the person so that you know if there are Record Hints, Research Suggestions or Data Problems connected to the person.

Note: The down arrow before a name indicates that there are multiple spouses for the other person without the arrow.

Person

Details Tab

When information is added to the person's record, the **user name** of the person appears in that field. Just click on the appropriate field, then, click on Edit. If you click on the name that appears, you will be able to see the window that allows you to see the information that the person has chosen to share such as full name, email address, phone number, etc. This enables you to communicate with that person for whatever reason.

Life Sketch – You may enter a short summary of a person's life, however, be aware that anything entered in any area or field of the Details tab may be edited or deleted by others. I suggest adding as a PDF under **Documents** on the **Memories** tab.

Vital Information – Enter dates in military format (i.e. 29 January 1999). You may use abbreviation for months, but, when shown the date written in the “standardized format” where it is spelled out completely, click on the date. This just saves having to clear up “Not Standardized Date” issues later.

Other Information – Use this section to record alternate names such as nicknames, twins notation, other events in the person's life such as confirmations. Click on the **Add** link to see the variety of things appropriate to include in this area.

Family Members – Use this area to Add a Spouse, Add a Child, Add a Child with an Unknown Mother, add a wedding date, or remove a person from the family.

Sources – **Sources** is a very important area. This is the place to tell what documents or records support the information that you have entered. If **Research Hints** give a document that applies to the person and you review and attach the information, then the source will automatically be entered. If it is one that you have consulted from a source other than FamilySearch, you may enter the information for that source by using **Add Source**. If a source applies to more than one person, once it has been added, you use the **Attach from Source Box** option.

Discussions – If there is an area for which information differs and it could be one way or another, this is a good area for allowing an exchange of ideas and information.

Notes – This is another area that I have yet to see used.

Labels – If you want to make a label for the person such as War of 1812, this is possible in this area. I have never seen it used.

Research Help – This area deals with **Record Hints** (FamilySearch-identified records that appear to be about the person), **Research Suggestions**, as well as **Data Problems**.

Record Hints – Possible sources will be shown and you may click on a source to review and easily attach if it pertains to the person. A maximum of three will show; however, an easier way to see all hints for the person and to more easily work your way through them even if there are only 3 is to click on the **Show Details** link.

Research Suggestions – FamilySearch looks at the data and tries to give you clues as to things that you might want to check out. For example, if a couple has an interval of four years or more between children, a child may have been missed.

Data Problems – This is the area that will indicate non-standardized date or place names or point out other issues such as a child being born after a mother dies or is older than childbearing age.

Show Details – Clicking this link will show all Record Hints for the person and makes working with them easier.

Search Records – These links enable you to see documents and other information at those partners' sites. If you are a member of one of those partners, you will see more such as family trees in Ancestry. Because you are clicking on a link from within a person's record, it will input the search criteria for you for that person.

HINT: When searching using the FamilySearch link, for a woman, change to the married surname for individuals in the United States to find records for that person under the married name.

Print – This allows you to print various types of pedigree charts or family group sheets related to the person.

Latest Changes – If information has been changed by you or someone else or the person's record has been merged with another record, this is a good place to view the history of additions, deletions, and other changes. It is possible to restore to the former state in many cases.

Tools

Possible Duplicates – Many times, there will be several records for the same person with varying amounts of information. FamilySearch tries to identify possible duplicates for you, but it is not always successful. Still, it is a good practice to click on this area to see if there are possible duplicate records and to merge them.

Memories Tab

There are several functions available when using this tab. First, you can attach photos, documents, stories and audio files to the person(s). You may label each person in the photo, give a description of the photo, give an event and event date, make comments, add the item to an album and so on.

Memory items tagged to deceased people are visible to everyone. Untagged memory items or memory items tagged to a living person are not visible to other patrons unless someone shares them using one of the social media tools.

See Help > Help Center > Memories Help.

Upload – Use for the first time you import a photo, document or audio.

Select from Gallery – If same photo, document, story or audio applies to more than one person, for those individuals after the first person, use this option.

To tag people in a photo or document:

- Double-click on the photo or document.
- Double click on the person's face in the picture.
- enlarge or decrease the size of the circle for achieving the best picture. This is the picture that will show up in the picture frame for the person if it is the first picture chosen (or you later change the photo.)
- Fill in **name or ID number** to identify the person.
- Click **Save** or press <enter>.

Photos

Documents

Stories – Benefit of adding stories instead of using the **Life Sketch** is that others can change or delete **Life Sketch**, but can't edit a story. You cannot add a PDF file as a story—you can add it as a document.

Audio

Two Nifty Sites that Work with FamilySearch

Relative Finder: <https://www.relativefinder.org>

Puzilla: <https://puzilla.org/>