

Maximizing Use of FamilySearch

The Largest Genealogical Database

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I. Getting Started

- A. Gaining Access: [Create a free account](#)
- B. Family Tree App and RelativeFinder.org - One tree
- C. All genealogy software programs sync with FamilySearch - except Family Tree Maker.

Notes:

FamilySearch is a **free** genealogical database sponsored by the LDS Church. It is one of the largest available and is associated with the motherlode of genealogical data, the Genealogical Library in Salt Lake City. The FamilySearch site allows you to both (1) collaborate with fellow genealogists also working on the same families and (2) search in their huge database and catalog for records and histories pertaining to your ancestors.

Getting started

1. Go to: FamilySearch.org.
2. Register by Creating an account.
3. This will give you access to the rich array of tools available at FamilySearch.
4. Once the account is created, log-in. At the top of the page you will see four menu items:
FAMILY TREE SEARCH MEMORIES INDEXING

FamilySearch's Family Tree

You begin working in the collaborative Family Tree area by adding data to create your family tree. Note all persons that you designate as living will not be shown, except through your personal account. When you begin to enter data on your deceased relatives you will eventually find that your entries are integrated into FamilySearch's Family Tree. That is where collaboration is important. As your tree is linked to ancestral data entered by other genealogists you should review the associated content for both accuracy, sources and evidence. Where you find the information is incomplete or incorrect you should modify it and add comments backing up why you changed the information. In the tree there are two main modes: Tree and Person. When you want to add additional information about a person, go to the Person mode. After you have made changes (e.g.: edited birth, death data, eliminated duplicates, disassociated a person from a designated parent(s), or an entire family, you should monitor changes by another collaborator. To do this in the individual's "Person" page click the "Watch" button at the top of the page. You will then be notified when any changes are made to that individual.

For through guide to use of FamilySearch's Family Tree go to **Training for FamilySearch Family Tree at:**

https://www.familysearch.org/wiki/en/Training_for_FamilySearch_Family_Tree

The FamilySearch Family Tree App – mobile app

This app allows you to work with your family tree on FamilySearch to add and edit information and relationships.

However, there is a showcase feature in the app called: **“Relatives Around Me”**.

Here is how it works: In a gathering of genealogists, you and your potential cousins:

- (1) must have a family tree on FamilySearch,
- (2) need to be signed in on the mobile Family Tree app
- (3) be within approximately 100 feet of each other.

Once signed in:

- (4) Select **More** at the bottom right of the screen (iOS) or the **dropdown** in the top left (Android)
- (5) Then select **Relatives Around Me**. This opens a page with a green button that says **Scan for Friends**.
- (6) Tap the green button to start scanning. Anyone signed into the app and within range will show up in a list on your device, and you will show up on theirs.
- (7) Selecting the person’s name will bring up a pedigree graphic showing your common ancestor and the lines through which you both descend

II. Adding People and Managing Your Family Tree

1. FamilySearch Charts

- A. Family Pedigree Chart and Family Details
- B. View Your Tree and “View my Relationship”

Notes;

Family Pedigree Chart and Family Details

The pedigree chart is the default family tree on FamilySearch. It tracks your individual family history back through time. Clicking the arrow on a person on the right side of the chart (oldest generation) expands the chart to two more generations for that person. FamilySearch allows you to increase the size of the chart on the screen by clicking the + (plus) or – (minus) button. Clicking a person on the chart allows you to go to the Person page which contains the details (birth and death dates, records, and sources. Clicking “Children” drops down a list of their children. You can click on one of the children’s names to go to their person page for their life details or to expose their pedigree chart.

Going back to more distant ancestors will link you to ancestral data entered by other (collaborative) genealogists. Closely review that data to determine whether it is (1) accurate and (2) backed by reliable sources. Make corrections as necessary, but carefully

explain why you made those changes. AND click “Watch” on the person page for that ancestor to alert you if someone modifies or eliminates your changes.

View Your Tree and “View my Relationship”

At the top of the Person page for an ancestor, in the gray strip, is “View My Relationship”. Clicking it calculates relationship of that person to you based on the person’s ID number of your account.

2. Beyond Charts - Contributing Your Family History

A. Adding Memories-Pictures, Documents and Stories

B. Common File submittals: Jpeg, PDF, txt

Notes:

Adding Memories- Pictures, Videos Documents and Stories as .jpg, .tif, .bmp, .png, .pdf, .mp3, .m4a, and .wav, up to 15MB.

FamilySearch allows you to add pictures, documents, audio, and stories to your tree and then tag each one to a specific individual or individuals. To start, go to the home page and click on “Memories” at the top. Then click the big green + (add memories). Follow the instructions to drag and drop or upload your files. You can also create a story and upload as well. All of your files will reside in the Memory Gallery. You can then tag an ancestor to a file and it will add that memory to that ancestor’s Person Page.

3. Growing Your Family Tree in FamilySearch

A. Adding new people to your tree

B. Connecting to a deceased ancestor

Notes:

When a line on your pedigree tree ends with the last cell reading “add father” or add mother” that means that FamilySearch’s Family Tree doesn’t have an earlier entry in its database that you can connect to. So, if you know the name of the parent you can extend this line by clicking the “+” sign in the “add father/mother” cell to go to a pop-up that allows you to enter your information.

Once you have entered your data and hit return. A second pop-up will appear showing the information that you entered and below it, a list of candidate ancestors already entered into the database. Carefully scan the potential candidates. If one matches, click “Add couple match”. If not, click “Create Person” at the bottom of the pop-up page to add your new ancestor to the database.

Warning: Check not only the Person page for the husband and wife but also the children. You may find errors in names, birth and death dates, and duplications. Also verify names of children by checking your sources and there listed sources. If necessary, make a not to correct them when possible.

4. Customizing Your Family Tree

- A. Adjusting Page layout and changing relationships
- B. Life sketch
- C. Alternate information
- D. Person as a parent on left
- E. Person as a child on right
- F. Discussions
- G. Adding Notes

Notes:

The above list are items on the Person page that you can use to add sources, correct errors, and add additional information about a person's life history.

6. Duplicates and Merges

Notes:

Not surprisingly, the FamilySearch Family Tree contains many duplicate entries. When you wish to merge a duplicate or duplicates it is best to merge by ID. The steps for a merge are:

1. Note the IDs of the duplicates
2. Go to the Person page of the individual entry you want to keep
3. In the tools box, click Potential Duplicate
4. If you see the candidate duplicate on the page, click Review Merge.
5. If you don't see the person, click Merge by ID.
6. On the Merge Person's page the surviving ID is on the left and the record to be deleted is on the right. Review the data on the record on the right. For each data entry click Replace, Add, Reject, or Undo. Note Undo restores the data on the surviving ID after you've already clicked Replace, Add, or Reject.
7. At the bottom of the page, click Continue.
8. If the person is not a duplicate: Click Not A Match. It all resets.
9. If you want to cancel, Click Cancel.
10. In the Reason This Merge Is Correct, explain why the merge is appropriate.
11. Then click Finish Merge. You have merged the duplicate entries for the same individual

III. Beyond Family Tree - Using the FamilySearch Database

1. Searching for New information in the FamilySearch Database

- A. Click on "Collections" to sort results by record type, or
- B. Alternate search approaches
 - Search on county only
 - Search on first letter and asterisk
 - Search on first names only
 - Search on last name only
 - Look on Ancestry or Heritage Quest

- C. When looking for death records use married name and enter death date or state
- D. **Hints are accurate over 90% of the time**
- E. Organize sources using arrows that appear on right

2. The FamilySearch Catalog

- A. Some non-digitized content found in the FamilySearch catalog can only be viewed at the Family History Center because of use restrictions, otherwise the images are digitized and available on-line.

B. Locations of local Family History Centers

Georgetown FHC

218 Serenada Dr, Georgetown, TX

Tues: 11 am-2 pm

Wed: :30pm-8:30pm

1st Thurs: 6:30pm-8:30pm

1st, 2nd, 3rd Sat: 11 am-2 pm

Austin FHC

1000 Rutherford Lane, Austin, TX

Tues: 10 am - 1 pm

Wed: 10 am – 1 pm & 6 pm – 8 pm

1st & 3rd Thurs: 10 am – 1 pm

Sat: 10 am – 11:30 am

C. Genealogies – Books

From the FamilySearch Web Page: “This is a collection of more than 350,000 digitized genealogy and family history publications from the archives of some of the most important family history libraries in the world. The collection includes family histories, county and local histories, genealogy magazines and how-to books, gazetteers, and medieval histories and pedigrees”

To search enter a key surname or location in the search box and a list of items associated with the key word will appear. If viewing is restricted, search the title on World Cat to ID the nearest location and availability to lend to your local library.

3. Descendance Research and Puzzilla

Notes:

Descendance Research

From FamilySearch: “Descendancy research basically means searching for your ancestors’ descendants. The new descendancy view makes it so easy! The descendancy view shows what your ancestors see when they look down their family tree toward our day—from their children to their grandchildren, to their great-grandchildren, and so forth. As you can imagine, the number of people multiplies with each generation, as do your chances of finding someone new.”

1. Find the ancestor on your pedigree tree Click on that ancestor and then “Tree”.
2. In the left corner of the page change the chart from “Landscape” to “Descendancy”.
3. The children and grandchildren, and great grandchildren will be shown when you click those descendants with arrows posted of the left of their names.

Puzzilla

This is a FamilySearch App that generates a bird's eye view of your family tree. See below. There is a good review of the App at:

<http://familylocket.com/picturing-your-pedigree-with-puzzilla-org/>

Go to Puzzilla.org to find out more about the application.



4. FamilySearch - Other Tools to Use

1. FamilySearch Wiki,
2. The Learning Center and
3. Help
4. Contact the Family History Technology Lab at <https://fhtl.byu.edu>

Finally – there are two other fun Apps designed to test your knowledge of your family. They are:

1. Geneopardy and
2. Wheel of Family Fortune