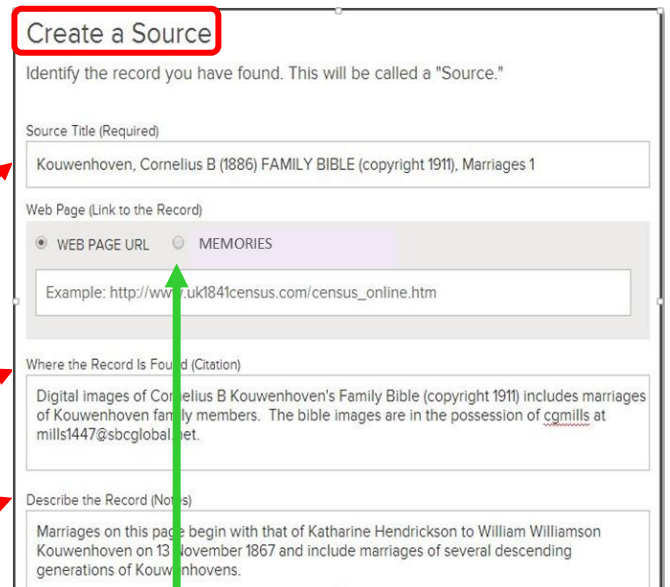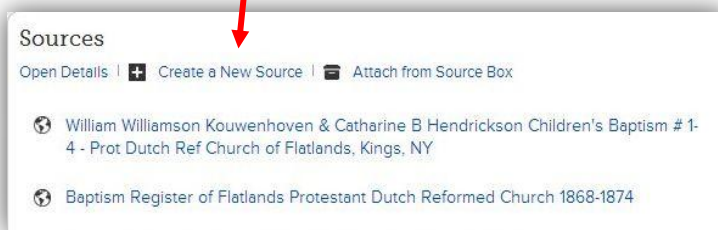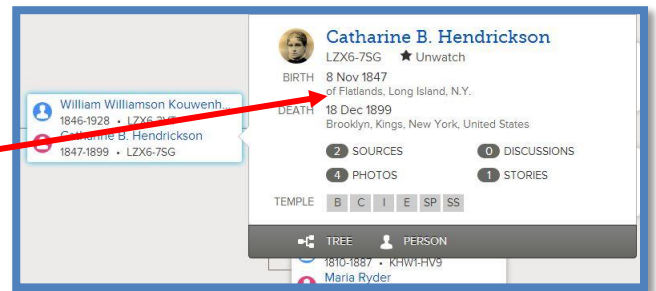# ATTACHING DOCUMENTS AS SOURCES IN FAMILY TREE

1. Sign-in to FamilySearch, find the person whose document you have and click on their name.

2. In their Summary Card, click on "Sources."

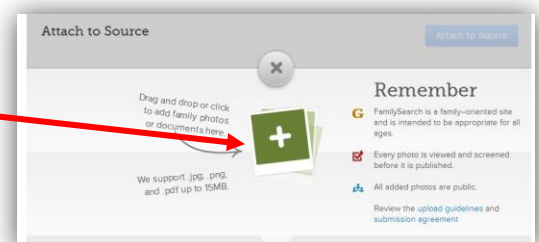3. Then in details page under Sources, click "Create a New Source."

Sources

Open Details | + Create a New Source | 🗄 Attach from Source Box

🌐 William Williamson Kouwenhoven & Catharine B Hendrickson Children's Baptism # 1-4 - Prot Dutch Ref Church of Flatlands, Kings, NY

🌐 Baptism Register of Flatlands Protestant Dutch Reformed Church 1868-1874

Create a Source

Identify the record you have found. This will be called a "Source."

Source Title (Required)

Kouwenhoven, Cornelius B (1886) FAMILY BIBLE (copyright 1911), Marriages 1

Web Page (Link to the Record)

● WEB PAGE URL   ○ MEMORIES

Example: http://www.uk1841census.com/census_online.htm

Where the Record Is Found (Citation)

Digital images of Cornelius B Kouwenhoven's Family Bible (copyright 1911) includes marriages of Kouwenhoven family members. The bible images are in the possession of cgmills at mills1447@sbcglobal.net.

Describe the Record (Notes)

Marriages on this page begin with that of Katharine Hendrickson to William Williamson Kouwenhoven on 13 November 1867 and include marriages of several descending generations of Kouwenhovens.

4. In the Create a Source window, ==fill in the boxes in the following order==:
   1 Source Title—the Who, What When & Where of the record
   2 Where Record is Found—give details of physical or digital location of the record so others can find it
   3 Describe the Record—enter notes
   4 Web Page—Click on the MEMORIES circle.

5. Click on the "Attach File" box to find your document file. A document file (.jpg, .png, or .pdf <15 MB) can be created by scanning or photographing the item or by "screen capturing" an image on the internet. Google "best free screen capture tool" to find evaluations of free screen capture software.

+ ATTACH FILE

6. If the photo or document is NOT in Family Search, you will need to upload it now. In the window, which is entitled "Attach to Source" and also has a light blue "Attach to Source" bar on the right, click on the **green square**.

Attach to Source

Drag and drop or click to add family photos or documents here.

We support .jpg, .png, and .pdf up to 15MB.

Remember

G FamilySearch is a family-oriented site and is intended to be appropriate for all ages.

✓ Every photo is viewed and screened before it is published.

👥 All added photos are public.

Review the upload guidelines and submission agreement.

FYI - <u>FOR CURRENT FT CLASSES</u>, go to **wiki.familysearch.org** → enter "family history library" → 5.1 Patron Class Schedule → select Month

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Catharine B. Hendrickson
LZX6-7SG   ★ Unwatch

BIRTH 8 Nov 1847
of Flatlands, Long Island, N.Y.

DEATH 18 Dec 1899
Brooklyn, Kings, New York, United States

2 SOURCES   0 DISCUSSIONS
4 PHOTOS   1 STORIES

TEMPLE B C I E SP SS

⚇ TREE   👤 PERSON

William Williamson Kouwenh...
1846-1928 • LZX6-...
Catharine B. Hendrickson
1847-1899 • LZX6-7SG

1810-1887 • KHW1-HV9
Maria Ryder

7. Locate the document file on your flash drive or computer and double click on it to begin the uploading process.
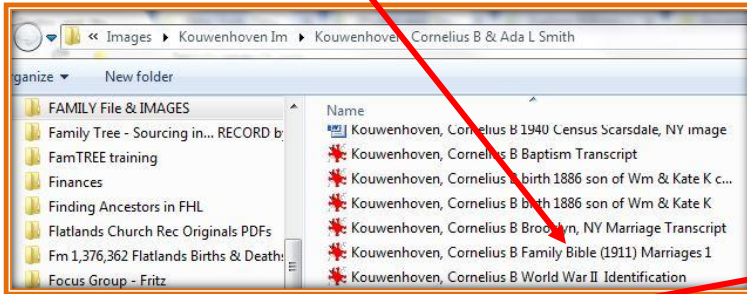
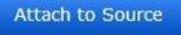8. When the word "COMPLETED" appears, it is uploaded.

Completed

Kouwenhoven, Cornelius B Family Bible (1911) Marriages 1

9. Click on the small circle on left. This will turn the light blue "Attach to Source" bar dark bright blue. Attach to Source

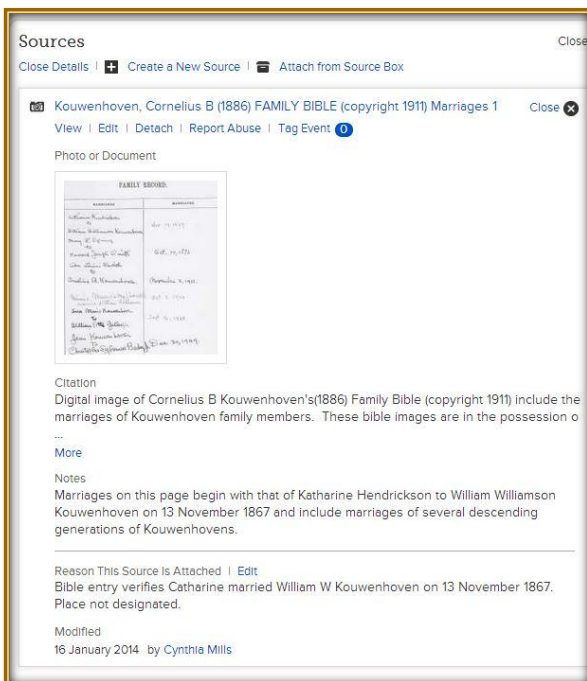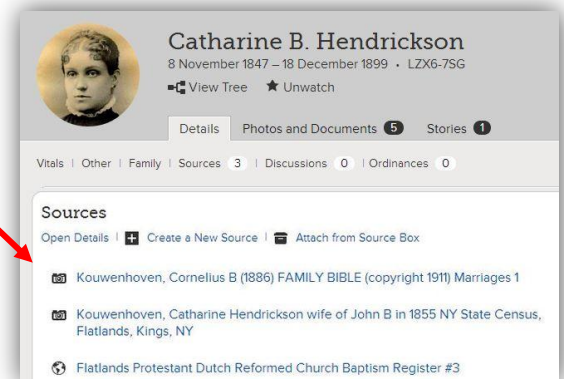10. Next click on Attach to Source. The "Create a Source" page now shows the document in the Web Page field (see box in Step 4). Scroll down and click on Save .
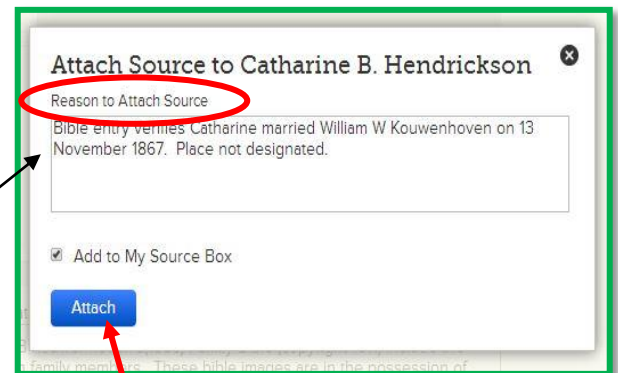
11. In the new window fill in the "Reason to Attach Source" field. State your source and the most important information it provides. Then click Attach.

Attach Source to Catharine B. Hendrickson

Reason to Attach Source

Bible entry verifies Catharine married William W Kouwenhoven on 13 November 1867. Place not designated.

☑ Add to My Source Box

Attach

12. The person's details page opens and a rectangular icon appears by the just attached source in the "Sources" section.

Catharine B. Hendrickson
8 November 1847 – 18 December 1899 · LZX6-7SG
View Tree   ★ Unwatch

Details   Photos and Documents 5   Stories 1

Vitals | Other | Family | Sources 3 | Discussions 0 | Ordinances 0

Sources
Open Details | ＋ Create a New Source | Attach from Source Box

Kouwenhoven, Cornelius B (1886) FAMILY BIBLE (copyright 1911) Marriages 1

Kouwenhoven, Catharine Hendrickson wife of John B in 1855 NY State Census, Flatlands, Kings, NY

Flatlands Protestant Dutch Reformed Church Baptism Register #3

13. For this source you can see all information entered while attaching this document. The document verifies personal data entered for this person in Family Tree. When others click this source, under "Sources," in the person's details page they can see the Title, Document image and Citation, its Location, Description, "Reason the Source is Attached," and who submitted the information.

Sources   Close
Close Details | ＋ Create a New Source | Attach from Source Box

Kouwenhoven, Cornelius B (1886) FAMILY BIBLE (copyright 1911) Marriages 1   Close ⊗
View | Edit | Detach | Report Abuse | Tag Event 0

Photo or Document

Citation
Digital image of Cornelius B Kouwenhoven's(1886) Family Bible (copyright 1911) include the marriages of Kouwenhoven family members. These bible images are in the possession o...
More

Notes
Marriages on this page begin with that of Katharine Hendrickson to William Williamson Kouwenhoven on 13 November 1867 and include marriages of several descending generations of Kouwenhovens.

Reason This Source Is Attached | Edit
Bible entry verifies Catharine married William W Kouwenhoven on 13 November 1867. Place not designated.

Modified
16 January 2014 by Cynthia Mills