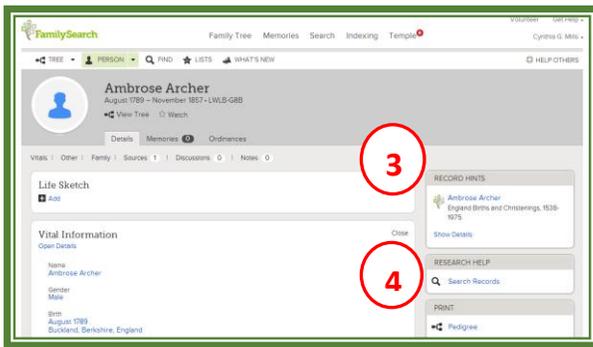


Adding Sources to Family Tree Directly from Family Search

Records from Family Search's digital databases are easily attached as sources for an individual from their DETAILS PAGE in Family Tree. **Click on....**



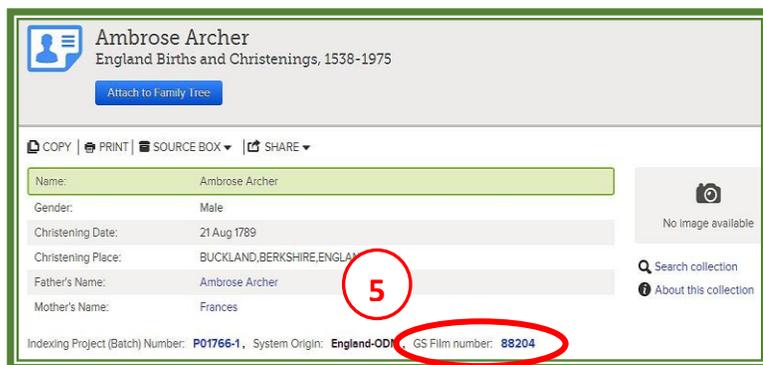
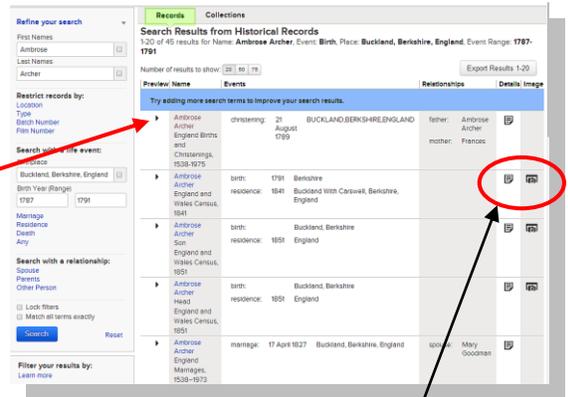
- 1 The person's NAME in Tree
- 2 The word "PERSON" in the summary card that opens the Details page. From this page there are two ways to locate records for this individual.



- 3 **RECORD HINTS** is a list of matches generated by Family Search. Click each name to see the record image and verify that it belongs to your ancestor. **Step 7** shows how to view the **record** abstract and **image**.

- 4 Also use **SEARCH RECORDS** under **RESEARCH HELP**. You will get additional results and the search terms (name, place, & date range) can be altered for subsequent searches.

Search results for Ambrose Archer show a christening and a marriage record. In every case you should **examine the record carefully to determine if it agrees with your ancestor's names, dates, and places**.



Clicking on the page icon to the right will reveal the abstract. If the camera is available, click to view the document. *

- 5 If it says "No image available" be sure to write down the GS Film number and copy the image from the film. * **The original document image should be copied to your personal file.**

- 6 If the bar is visible in the record abstract, click on it. The person's name should appear under *Find a Match in Family Tree* or you will be able to search for them using their ID #.

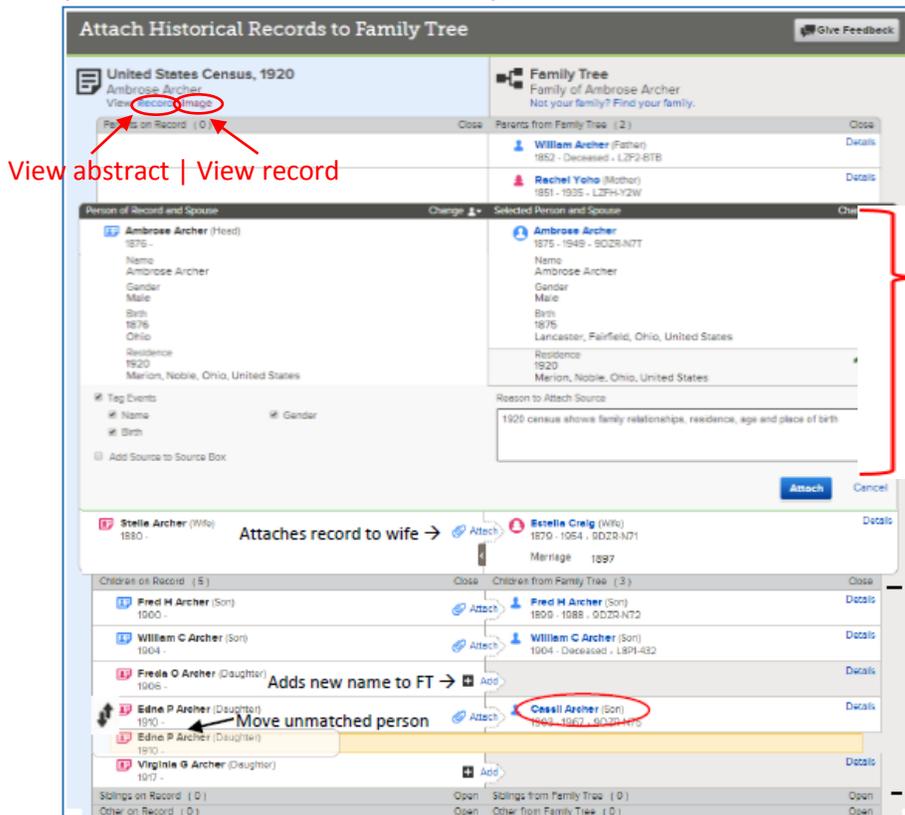


If the box appears, the record has already been attached to this person.

Click **"Review Attachments"** to verify  that the record has been attached to everyone listed in it (their name field will be light green). If you see by a name, click on it to attach the record to that person.

"Attaching a Record" Features (sometimes called Source Linker)

7 Historical Record Family in Family Tree



You will see the words *Attach, Detach, Open, Close, Details, Change, and Add*. Click to explore these options.

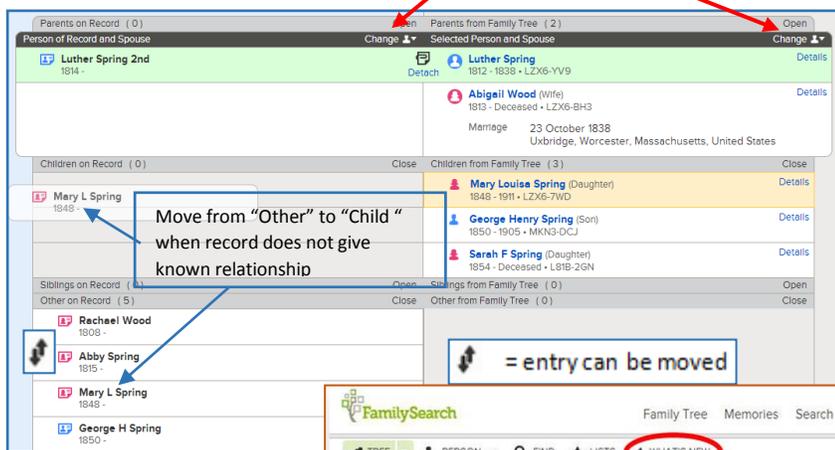
In this section you see both the **Historical Record and Family Tree details of the Person of Record** and 1 - "Reason to Attach Source" statement, 2 - uncheck unwanted tags, 3 - "Add Source to Source Box".

Then you MUST CLICK .

This attaching process moves the source into the person's Details page. (It does not change the information in your Tree - unless you have chosen to click **+Add** for some information).

If family members do not appear on both sides, click  on either side to select another focus person.

8 Back in the Family Tree Details Page, scroll down to **"Sources"** to see that the new source has been successfully attached. Click on the Source Title to View, Edit, Detach or Tag the record. Remember to also copy the document image to your personal file



For more directions & images showing how to use the Source Linker go to WHAT'S NEW.



FOR CURRENT FT CLASSES, go to wiki.familysearch.org → type in "family history library" → 5.1 Patron Class Schedule → select Month