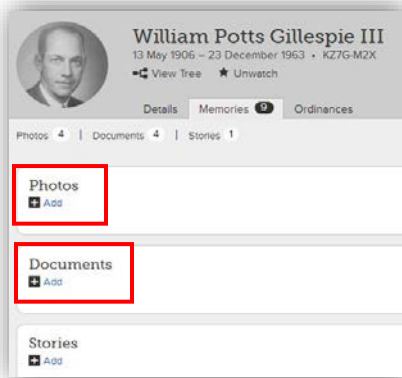


Prior to uploading a photo or document, check the format and size of the photo or document in your file folder. Photos should be .jpg or .png format and less than 5 MB. Documents should be .jpg or .png or .pdf format and less than 15 MB. Leave this file folder window open. (See step 4b)


Directions to “Upload/Add” Photos and Documents:

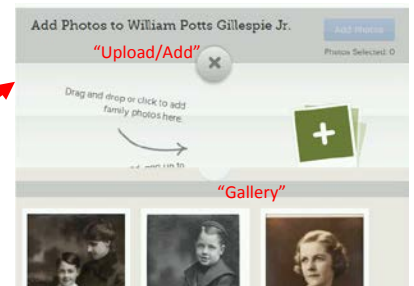
Prior to uploading images the first time in FT you will need to read and accept contract terms.

1. Go to **FamilySearch.org**, preferably using Chrome. Sign-in to Family Search (FS). In Family Tree find the Individual Person who is in the “**PHOTO**” or “**DOCUMENT**” you intend to upload.
2. In their Summary Card, click on “**MEMORIES**” which takes you to the Memories tab in the individual’s page in Family Tree (FT).




3. There are 3 boxes—one for Photos, for Documents, and for Stories. Clicking **ADD** in the appropriate box will take you to a divided window. The top section is where you “Upload/Add” your image. The bottom section (below the thin gray line) is the **gallery*** of images.

4. There are two ways to “Upload/Add” an image (photo or document) into the top section of this window—
 - a) Use the 

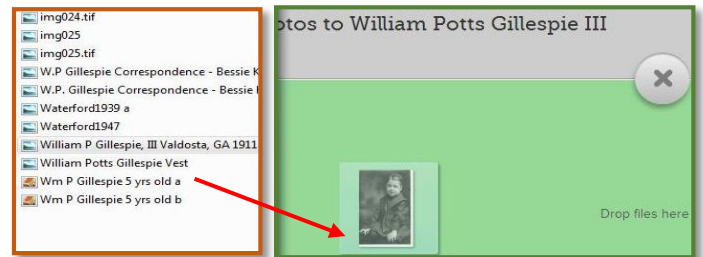


- b) drag & drop an image

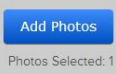
The steps are as follows:

- a) Click on  → locate the folder on your drive → open the image folder → find the image you want and **double click on it**; it will appear in the “Upload/Add” window.

- b) **Drag and drop** requires that two windows be open side by side on the screen—the image list in your drive and the “Upload/Add” window. **Drag** the desired image file from your list onto the “Add Photos” window and **drop** it when the window turns **green**.



- c) The uploading process begins once an image is placed in the Upload/Add window.

5. When a “Completed” box appears the image has been uploaded. **YOU MUST CLICK on**  **to save the upload.** The image will then be visible in that person’s photo “gallery”. In other words, it has (attached) to this person’s FT page. When you click on the photo, it will open in the **Family Search viewer window** where you will see that the individual has been tagged and identified by name.





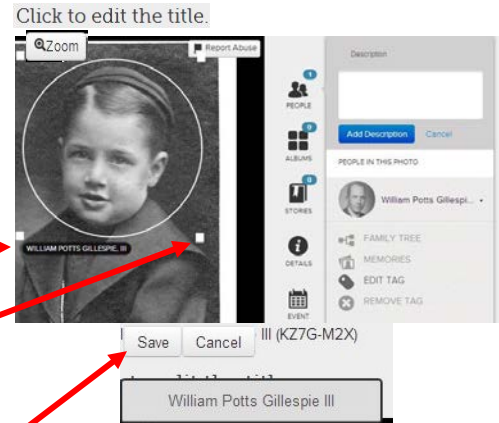
* There are two “**galleries**” in Family Tree. One is the **individual’s gallery** that shows photos or documents uploaded to that specific person; the second is the **general gallery** (seen under the FS homepage Memories) where all images uploaded to your Family Tree can be seen. By uploading through the individual’s details page, the image goes to both galleries.

Titles and Tags for Photos and Documents differ in title content and tag shape. In the Title box you identify either the Person's complete Name and Details of the photo or the Who, What, When and Where of the document. The Tag shape for a photo is an oval or circle, and for a document it is a rectangle.

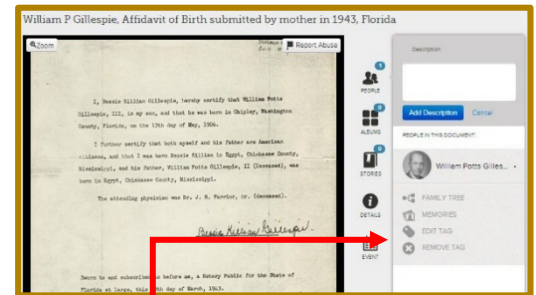
In the **Family Search Viewer Window** you can **Add/Edit a Title, Create/Edit/Remove Tag(s), Enlarge the image (Zoom), and Attach Photo or Document to one or more individuals.**

Family Search Viewer Window


- To **Add or Edit a TITLE**, click on the words **"Click to edit the title"** found above the image. Enter the information in the Title box.
- Click  to save the Title. It will appear in the white space below the image when it is viewed in the galleries.
- Photos uploaded to the Tree through the Details page are **automatically tagged and identified with the Name of the person whose page you are on**. For photos, the initial tag, seen when you hover over the photo, is a large oval. This tag can be changed to a circle and resized by pulling any of the white corner squares toward the middle.
- To tag multiple people in a photo, you must **Save** the first tag. Click **Save**. Then click on the photo where you wish to locate the next tag. Resize the tag. You can relocate the tag when  appears in the circle. Type the person's name in the box's gray field as it is listed in Tree. If no name appears below that, click on "Add New Person". If the person's name does appear below, click on it.



Look under **"Other Resources"** for more steps.



To edit/remove a tag, click on one of the drop down options.

- Should a red  dot appear associated with this image, either in the gallery or FS Viewer, **DISREGARD THE RED DOT** because images are automatically attached to the person by going through his/her Details page to upload it.

Other Resources: To learn more about working with photos and documents including how to tag more than one person in a photo or document, "Google" 1- **"FamilySearch Family Tree Curriculum"**, click on site with that name → click on Level Two (Intermediate) → scroll down to Photos for 12 lessons and 7 short movies AND 2- **"Riverton Family History Center"** → *Handouts & Guides* → scroll down to *"Library Quick Start Guides and look under FAMILY TREE for the "Adding Photos to Family Tree" handout.*

Documents as SOURCES of Vital Information: When documents establish or verify birth, marriage or death information, they should be listed in the Sources section of a person's Details page. If the gallery contains these documents, you can transfer them to Sources by following this process: **Click on the Details Tab → Sources → Create a new Source → Add Photo or Document → Click on ADD FILE → in the gallery, click on small circle next to the image → Click ATTACH to SOURCE → In the "Create a Source" window fill in source title, record citation and notes. Then YOU MUST CLICK SAVE.**

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