

# Getting Started with FamilySearch Family Tree



Welcome to the pilot launch of the FamilySearch Family Tree. As the eventual replacement of new.familysearch.org, Family Tree provides several significant improvements to new.familysearch.org:

- It is part of FamilySearch.org. Just sign in to see it.
- It is easier to navigate:
  - You can see more than four generations of your tree at a time.
  - You can zoom in and out.
  - You can easily see children, other spouses, details, and other information.
- Family Tree is designed to become the most accurate genealogical database that is online. You can add new information, delete wrong information, and make corrections. You can also provide reasons that explain why information is correct, so that others will be less likely to change it without a better reason.
- You can attach sources to validate accurate information. If the source is online, you can even provide a link to it.
- You can communicate and work with other people who are working on your family lines. A new watch list makes it easy to manage the notifications that you receive.
- You will soon be able to submit a person's name for ordinances.

Remember that Family Tree is still under development. You can do almost all of the same things that you did in new.familysearch.org. But we ask for your patience as we work on these features, which will be added in the next few months:

- Reserve a person's ordinances.
- Use data entry templates Latin, Cyrillic, Asian, and other names.
- Delete a person from the database.
- Find or merge duplicate records.
- Sign in to use the system for someone else.

This document provides some basic instructions to help you get started with Family Tree. For more instructions, including video demonstrations and a detailed reference guide, follow these instructions:

1. Click the **Help** link, which is located in the upper-right corner of the FamilySearch.org screen.
2. Scroll down until you see the section of materials for Family Tree.
3. For the complete list of available materials, click **See the whole list**.

To see materials that help you with the temple-related features of Family Tree, you must be signed in to FamilySearch.org with an LDS Account. If you are not signed in or if you are signed in with a public account, you will see only the public materials.

## Basic Instructions

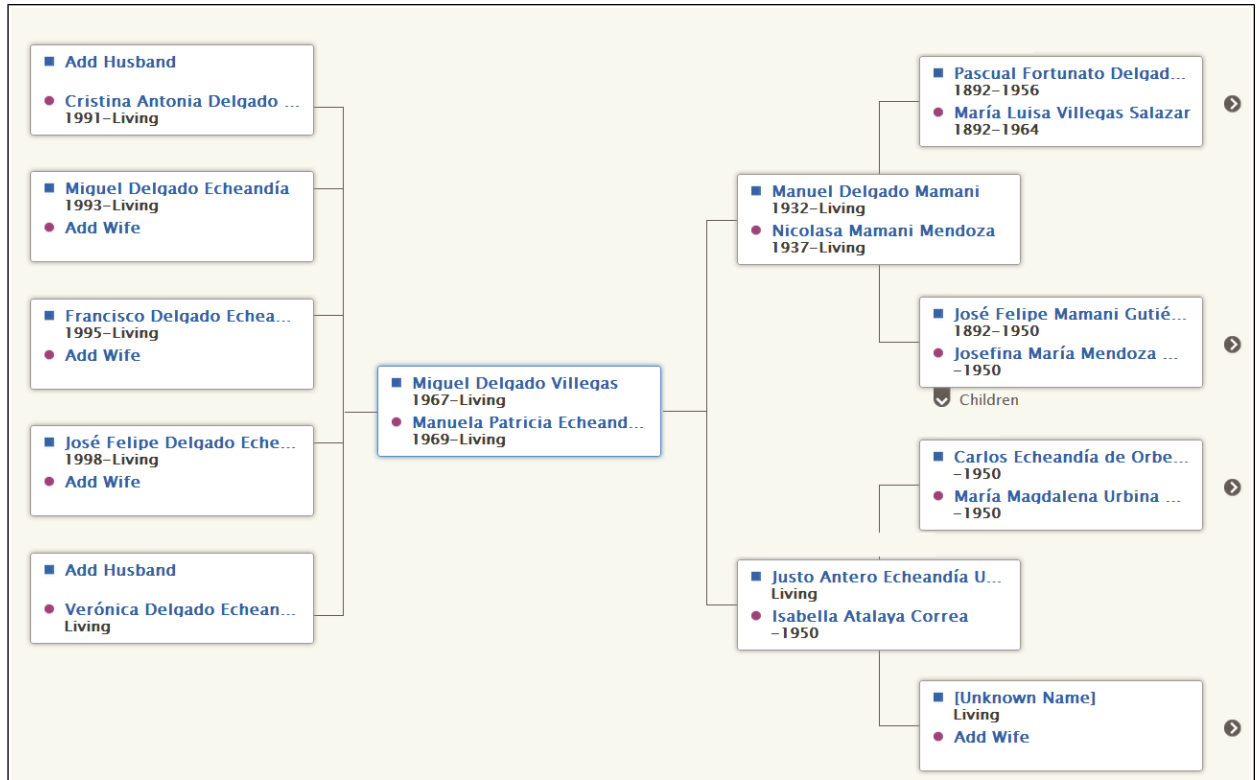
### Navigating the Tree

When you see your family information on the tree, you can display more generations, resize the tree, move families to different places on the screen, and change to different spouses or parents if a person had more than one.

1. If you are not already in Family Tree, go to it:

- a. Go to [www.familysearch.org](http://www.familysearch.org), and sign in.
- b. Click the **Family Tree** link, which appears in the upper-left corner next to the FamilySearch logo. If the Family Tree link does not appear, it means that your account has not been authorized to see Family Tree. To authorize your account, go to [http://www.familysearch.org/invite/familytree\\_tab](http://www.familysearch.org/invite/familytree_tab), and enter the user name and password of your LDS Account. You need do authorize your account one time only.

By default, your ancestors appear on the tree, with you in the main position. As you use other features in Family Tree, click **Tree** to return to this screen.



2. On the tree, click the appropriate option for what you want to do:

**Option to Click**

**Result**

**A person's name**

Display the person's summary card that shows more information about the person.

- To move this person to the main position of Family Tree, click **View Tree**.
- To see the person's details page (which contains all of the available information), click the **View Person** link.










**Add Husband or Add Wife**

Display a screen that you can use to add a person's husband or wife. By default, the system shows the screen where you can find a person who is already in the system. If you want to enter a new person instead, click **Add Person**.



**(The background of your Family Tree, when the cursor**

Move the tree around on the screen.

| Option to Click<br>shows as a four-headed<br>arrow)   | Result  |
|---|---|
|                      | See two more generations of ancestors for the line.   |
| <b>Note: This icon appears next to the last generation of ancestors that are displayed in a line.</b> |   |
|                      | Display the children of the couple in the main position.  |
|                      | Close an opened line of descendants for the couple in the main position.  |
|                      | Close an opened line of ancestors.  |
|                      | Display a couple's children.<br><b>Tip:</b> To see this option, hover your mouse cursor over a couple's box on the tree.  |
|                     | See a list of the other husbands or wives that a person is linked to, and choose a different one to display.<br><b>Tip:</b> To see this option, hover your mouse cursor over a couple's box on the tree.  |
|                    | See a list of the other parents that a person is linked to, and choose a different one to display.<br><b>Tip:</b> To see this option, hover your mouse cursor over a couple's box on the tree.  |
|                    | Increase or decrease the size of the FamilySearch Family Tree.<br><b>Tip:</b> In many browsers, you can also press <b>Ctrl</b> plus <b>+</b> and <b>Ctrl</b> plus <b>-</b> to increase and decrease the font size. If this does not work in your browser, see your browser's help system. |
|                    | Move the tree to the left, right, down, or up. To recenter the tree after moving it, click the center circle.<br><b>Note:</b> You can also move the tree by clicking your mouse on the screen and dragging it to the place you want that spot to appear.                                  |
| <b>Tree</b>   | Return to your Family Tree from another screen in Family Tree.  |
| <b>Person</b>   | Display the details page of the last person you displayed. If you have not yet displayed a person's details page, your own details page appears.  |
| <b>Search</b>   | Search for an ancestor by name or ID number (person identifier).  |
| <b>Watch List</b>   | See a list of all of the people that you are watching.  |
| <b>History</b>  | Return to an ancestor who was previously in the main position.  |

## Adding and Correcting Information about People and Relationships

In Family Tree, you add and correct information about people and the relationships that connect them into families.

As you add or edit information, you follow a general process in which you review the information that has already been entered, including the sources and reason statements that have already been added. If you have more accurate information, you can enter it, explain how you arrived at this conclusion, and attach the sources that you used.


**Tip:** Before you add, edit, or delete information in Family Tree, you should make sure that your user profile is set to display your contact information, at least an e-mail address. To set your contact information, go to [new.familysearch.org](http://new.familysearch.org), and click **Update My Profile and Preferences**. Eventually, you will be able to update your user profile directly from Family Tree.

1. Open the details page of the person whose information you need to add, edit, or delete.
  - a. On the tree, click the person's name.
  - b. On the person's summary card, click **View Person**.

2. Make the changes.

The following chart lists the types of changes that you can make and provides the first few clicks.

| <b>Option</b>  | <b>Description</b>   |
|--|--|
| <b>Add the person's name, gender, birth, christening, death, or burial information.</b>                                | <ol style="list-style-type: none"><li>1. Scroll to the Vital Information section.</li><li>2. Click the <b>+</b> <b>Add</b> link that appears beneath the name of the field.</li><li>3. Enter the information, and click <b>Save</b>.</li></ol>   |
| <b>Add a new piece of information to the Other Information section.</b>  | <ol style="list-style-type: none"><li>1. Scroll to the Vital Information section.</li><li>2. Click the <b>+</b> <b>Add</b> link that appears beneath the Other Information heading.</li><li>3. Click the type of information that you want to add.</li><li>4. Enter the information, and click <b>Save</b>.</li></ol>  |
| <b>Edit or delete information that has already been added to the Vital Information and Other Information sections.</b> | <ol style="list-style-type: none"><li>1. Scroll to where the information is displayed in either the Vital Information or Other Information section.</li><li>2. Click the information that you want to edit or delete. For example, to edit the birth date, click the birth date.</li><li>3. To replace the information that is already there with more correct information, click <b>Edit</b>. To remove the information, click <b>Delete</b>.</li></ol> |
| <ul style="list-style-type: none"><li>• <b>Add a spouse.</b></li><li>• <b>Add a child.</b></li></ul>                   | <ol style="list-style-type: none"><li>1. Scroll to the Family Members section. Spouses and children are listed on the left side of this section.</li><li>2. Click the correct option:<ul style="list-style-type: none"><li>• To add a new spouse, click <b>+</b> <b>Add Spouse</b>.</li><li>• To add a new child, click the <b>+</b> <b>Add Child</b> option that appears at the bottom of the box that lists the couple's children.</li></ul></li></ol> |

| Option   | Description   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Add a parent.</b></li> <li>• <b>Add a sibling.</b></li> </ul>  | <ul style="list-style-type: none"> <li>• To add a child to that person and you do not know the other parent, click the <b>+</b> <b>Add Child with an Unknown Father</b> or <b>+</b> <b>Add Child with an Unknown Mother</b> option. This option appears beneath all of the person's spouses and children.</li> </ul> <p>3. By default, the system shows the screen where you can find a person who is already in the system. If you want to enter a new person instead, click <b>Add Person</b>.</p>  |
| <ul style="list-style-type: none"> <li>• <b>Add, edit, or delete a couple's marriage date or place.</b></li> <li>• <b>Unlink a couple.</b></li> <li>• <b>Indicate that a couple had a common law marriage.</b></li> <li>• <b>Indicate that a couple divorced.</b></li> <li>• <b>Replace an incorrect spouse with a correct one.</b></li> </ul>                       | <ol style="list-style-type: none"> <li>1. Scroll to the Family Members section. Parents and siblings are listed on the right side of this section.</li> <li>2. Click the correct option: <ul style="list-style-type: none"> <li>• To add a new parent, click <b>+</b> <b>Add Parent</b>.</li> <li>• To add a new sibling, click the <b>+</b> <b>Add Child</b> option that appears at the bottom of the box that lists the couple's children.</li> </ul> </li> <li>3. By default, the system shows the screen where you can find a person who is already in the system. If you want to enter a new person instead, click <b>Add Person</b>.</li> </ol>   |
| <ul style="list-style-type: none"> <li>• <b>Add, edit, or delete a relationship type to indicate that relationship was biological, adopted, foster, guardianship, or other.</b></li> <li>• <b>Unlink this child from these parents.</b></li> <li>• <b>Remove an incorrect parent.</b></li> <li>• <b>Replace an incorrect parent with the correct one.</b></li> </ul> | <ol style="list-style-type: none"> <li>1. Scroll to the Family Members section, and find the box containing the names of the husband and wife.</li> <li>2. Click the <b>View</b> link that is in the box.</li> <li>3. Make your change: <ul style="list-style-type: none"> <li>• If these two people should not be connected as spouses, click <b>Delete Relationship</b>.</li> <li>• If one of the spouses is incorrect, click the incorrect spouse's name, and click <b>Change</b>.</li> <li>• To correct or delete an existing marriage event, click the incorrect marriage event. Then click <b>Edit</b> or <b>Delete</b>.</li> <li>• To add a new event about the marriage, click <b>+</b> <b>Add an Event</b>. You can add marriage, divorce, annulment, and common law.</li> </ul> </li> </ol><br><ol style="list-style-type: none"> <li>1. Scroll to the Family Members section, and find the box containing names of the father and mother.</li> <li>2. If the couple's children do not show up, click  <b>Children</b> option that is beneath their box.</li> <li>3. Hover your mouse cursor over the name of the child whose relationship information you want to see.</li> <li>4. Click the <b>View</b> link that appears.</li> <li>5. Make your change: <ul style="list-style-type: none"> <li>• If this child should not be connected to either parent, click <b>Delete Relationship</b>.</li> </ul> </li> </ol> |

## Option

## Description

- If one of the parents is incorrect, click that parent's name. If you know the correct parent, click **Change**. If you do not, click **Remove**.
- To correct the relationship type, click the incorrect relationship type.
- To add a new relationship type, click the **+ Add** that appears for the father or mother.

3. As you make changes, be sure that you do the following:

- Review the information that has already been entered, especially the reason statements and the sources. Make changes only when you have more accurate information.
- In the reason field, enter a good explanation for the change.

Family Tree saves your changes, identifies you as the contributor, and updates the change history.

Attach sources that support the information that you entered.

## Attaching Sources to People and Relationships

You can use online records to add richness to the tree. Seeing your ancestor's name on a record can increase your awareness that your ancestors were real people and that you really are connected to them. Adding sources also proves the accuracy of the information in the tree. In Family Tree, you can attach sources to people, couple relationships, and parent-child relationships.

Before you can attach a source to a person or relationship, that source must be in your source box. Your source box stores the sources that you are working with.

You can get a source into your source box in these ways:

- You can enter the source by typing in a title, URL, citation, and notes.
- You can find a record on familysearch.org, and add it to your source box. When you add a source this way, FamilySearch.org does all of the hard work for you. It creates the source title, URL, and citation. All you have to do is enter any notes that you want. If FamilySearch.org improves any of the information about this source, it makes the changes in Family Tree for you.

**Note:** You cannot currently upload an image from your computer for use as a source. If the source is available online, use the online version. If it is not available online, you can upload the image to a photo sharing site and link to it there. (For example, upload the image to 1000memories.com, aboutone.com, familyhistorynotebook.com, flickr.com, photobucket.com, photoloom.com, or picasa.google.com.) Some of these websites may be filtered at locations where computers or Internet connections are available for public use.

- You can find a source that is attached to someone in the tree and add it to your source box for use on your own ancestors.

Each person, couple relationship, and parent-child relationship can have up to 1,000 sources.

1. Open the person's details page.

2. Indicate whether you want to attach the source to the person or to a relationship:

- To attach the source to the person, scroll down to the Sources section of the person's details page.

- To attach the source to a couple relationship, scroll down to the Family Members section, and click the **View** link that is in the box that shows the husband and wife. When the Couple Relationship page appears, scroll down to the Sources section.
- To attach the source to a parent-child relationship, scroll down to the Family Members section, and hover your mouse cursor over the child's name. Click the **View** link that appears. When the Parent-Child Relationship page appears, scroll down to the Sources section.

3. Click **Go to Source Box**.  
Your source box appears.

| Folders          | Title   | Folder      | Attach |
|------------------|---|-------------|--------|
| My Source Box    | "Utah Death Certificates, 1904–1956," Helen M. Richards (1909)  | Moulton     | Attach |
| All Sources (11) | "United States Census, 1900," household of William C Brand (New Minden village, Washington, Illinois) | Cowley      | Attach |
| My Folders       | "United States Census, 1930," household of William C Brandt (Lone Grove, Fayette, Illinois)           | Cowley      | Attach |
| Cowley (5)       | United States Census Population Schedules 1920  | Cowley      | Attach |
| Moulton (2)      | 1856 Immigrant Ship Thornton, Moulton Family  |             |        |
| Van Wagenen (3)  | Utah Marriages, 1887–1966 for Clyde L Van Wagenen and Katie Stark                                     | Van Wagenen | Attach |
|                  | United States Census, 1910 for Clyde L Vanwagenen   | Van Wagenen | Attach |
|                  | United States Census, 1920 for George C. and Katie Van Wagenen  | Van Wagenen | Attach |
|                  | 1856 Utah Marriage, John B. Hawkins & Sarah Moulton   | Moulton     |        |

4. Attach the source:

- If the source is already in your source box, find the source in your source box, and click the **Attach** link that is to the right of the source's title. You can also click the source's title, and then click the **Attach** link.
- If the source is not in your source box, click **Create Source**, enter the source's title and other information, and click **Save and Attach**.

5. Enter a reason that indicates what this source proves and why it is being attached.

Focus your reason on the facts that the source proves. Be polite and factual. This field is not the place for lengthy discussions or debates. If the facts require debate or discussion, use the discussion feature instead.

6. Click **Attach**.

If you want to save this source but do not want to attach it, click **Cancel**. The source is saved in your source box and will be available for your use from now on.

7. (Optional) If you are attaching the source to a person and want to tag the source as pertaining to the person's name, gender, birth, christening, death, or burial, follow these steps:
  - a. Click the source's title.
  - b. Click **Tag**.

1856 Utah Marriage, John B. Hawkins & Sarah Moulton Close

View | Detach | Report Abuse | Tag 0

url  
<http://www.flickr.com/photos/20588/>

Citation  
 Record of members 1856-190 of Latter-day Saints, Salt Lake City Fourteenth Ward (Utah), FHL microfilm 026695

Notes  
 Ward Recording Book, Page 1, 1856 by Bishop Abraham Hoag & Sarah Moulton, Married 5 Dec

Name  
 Gender  
 Birth  
 Christening  
 Death  
 Burial

Tag Cancel

Reason This Source Is Attached | [Edit](#)  
 This marriage record provides name, birth and relationship information. It also establishes the correct marriage date and place.

Modified  
 20 March 2012 by [User]

- c. Click the **checkbox** of each tag that you want to select or deselect.
- d. Click the **Tag** button that is located at the bottom of the drop-down list.

8. To close the details box, click .

The source is saved. If you attached it to the person, the title appears in the Sources section of the person's details page. If you attached it to a relationship, the title shows in the Sources section of that relationship. If you tagged the source to the person's name or other vital information, the source's title appears with that information. For example, if you tagged the source to a person's name, the source appears when you click the person's name in the Vital Information section.



**Vital Information** Close









Close Details

Name Edit | Close ✕  
**Sarah Moulton**

Reason This Information Is Correct  
 All primary sources for Sarah Moulton indicate her name is Sarah Moulton and do not include a middle name. Those sources include her christening record in Irchester in 1837, immigration records, emigration records, her marriage in the Salt Lake City 14th ... [More](#)

Modified | [History](#)  
 5 June 2012 by [Jeff Hawkins](#)

Sources | Tag 8

-  [1856 James G. Willie Handcart Company](#)
-  [1885 Utah Obituary, Sarah Moulton \(1837-1885\)](#)
-  [1856 Immigrant Ship Thornton, Moulton Family](#)
-  [1885 Utah Tombstone, J.B. Hawkins and Sarah Moulton](#)
-  [1857 Utah Sealing, John Bennett Hawkins & Sarah Moulton](#)
-  [1856 Utah Marriage, John B. Hawkins & Sarah Moulton](#)
-  ["Utah Death Certificates, 1904-1956," Thomas Ernest Hawkins, 1955](#)
-  [1837 England Christening Record, Sarah Moulton \(1837-1885\)](#)

**Temple-Related Features of Family Tree**

Members of The Church of Jesus Christ of Latter-day Saints can use temple-related features and see ordinance information in Family Tree. These features show up automatically when you sign in using an LDS Account.

If you are signed in to use Family Tree as a Church member, you see the following features:

**Temple Tab**

The Temple option is located near the top of the screen.



Use this option to do the following:

- See a list of the ordinances that you have reserved.
- Print and reprint Family Ordinance Requests.
- Assign ordinances that you have reserved to the temple.
- Unreserve ordinances.

In the future, you will also be able to reserve ordinances from within Family Tree. But for now, you must still do that in [new.familysearch.org](http://new.familysearch.org).

### **Family Tree**

The family tree uses icons to indicate whether a family's ordinances are done:

- If the family member's ordinances are not done, the temple icon appears. To see an explanation of the icon, hover your mouse cursor over the couple's information.



- If the family member's ordinances are done, the temple icon appears when you hover your mouse cursor over the couple's information.



- Temple icons do not appear if family members are living.

### **A Person's Summary Card**

If you are signed in to use Family Tree as a Church member, a person's summary card identifies whether a person's ordinances are done.

**Sarah Moulton**  
KWNK-3B7

Birth 5 March 1837  
Irchester, Northamptonshire, England

Death 2 May 1885  
Salt Lake City, Salt Lake, Utah, United States

Sources *(updated 1 month ago)*

Discussions *(updated 5 months ago)*

Ordinances **B C I E S P S S**

View Tree View Ancestor Unwatch

**Thomas Moulton**

To see details about a specific ordinance, hover your mouse cursor on the box that contains the ordinance abbreviation.

### ***A Person's Details Page***

If you are signed in to use Family Tree as a Church member, a person's details page shows whether his or her ordinances are done. In the header, you see how many ordinances are ready:

**Sarah Moulton**  
KWNK-3B7  
5 March 1837 – 2 May 1885

[View Tree](#) **8** Sources *(updated 1 month ago)* **3** Discussions *(updated 5 months ago)* **0** Ordinances Ready

**Vital Information**  
[Show Details](#)

Name  
Sarah Moulton

Gender  
Female

Birth  
5 March 1837  
Irchester, Northamptonshire, England

Christening  
23 April 1837  
Irchester, Northamptonshire, England

Death

**Recent Changes**

Name Changed  
16 March 2012  
by Jeff Hawkins

Birth Changed  
15 February 2012  
by Jeff Hawkins

Birth Changed  
15 February 2012  
by Jeff Hawkins

[Show all](#)

To see all of the ordinance information, scroll down to see the Temple Ordinances section, which looks like this:

## Temple Ordinances

|           |                    |   |
|-----------|--------------------|---|
| <b>B</b>  | Baptism            | Completed<br>15 February 1851   |
| <b>C</b>  | Confirmation       | Completed<br>15 February 1851   |
| <b>I</b>  | Initiatory         | Completed<br>16 July 1857   |
| <b>E</b>  | Endowment          | Completed<br>16 July 1857   |
| <b>SP</b> | Sealing to Parents | Completed<br>20 March 1885<br>Logan Utah Temple<br><div><ul style="list-style-type: none"><li>Thomas Moulton</li><li>Sarah Denton</li></ul></div> |
| <b>SS</b> | Sealing to Spouse  | Completed<br>16 July 1857<br>Endowment House<br><div><ul style="list-style-type: none"><li>John Bennett Hawkins</li></ul></div>                   |

If an ordinance is reserved, you can see who has the ordinances reserved. If that person allows contact information to be displayed, you can contact him or her:



## Using Family Tree to Prepare to Do Temple Ordinances for Your Ancestors

In Family Tree, you can print and reprint Family Ordinance Requests, assign ordinances to the temple, and unreserve ordinances. The ability to reserve ordinances will be added in the future. Until then, use [new.familysearch.org](http://new.familysearch.org) to reserve ordinances.

Before you can do the following temple-related tasks in Family Tree, you must first reserve ordinances in [new.familysearch.org](http://new.familysearch.org).

1. From within Family Tree, click **Temple**.  
The list of people whose ordinances you have reserved appears.

| Tree                     |                                     |   |  | Ancestor          |                  | Search  |  | Temple    |  | Legend |  |
|--------------------------|-------------------------------------|---|--|-------------------|------------------|---|--|-----------|--|--------|--|
|                          |                                     |   |  |                   |                  | Step 1: Choose individuals. Step 2: Click the <b>Print</b> or <b>Reprint Request</b> link. Step 3: Review and print your request. |  |           |  |        |  |
| 0                        | Name                                | Birth Event                               | Parents or Spouse  | Submitted         | Ordinance Status | Assigned to   |  |           |  |        |  |
| <input type="checkbox"/> | Fanny Louisa Blackshaw<br>KGST-ZHM  | 12 Jul 1885<br>Newark Mb, Nottingham, ... | Samuel Blackshaw<br>Sarah Ann Daines<br>Edgar Walker Padgett | 28 September 2010 | B C I E SP SS    | [Redacted]  |  | Unreserve |  |        |  |
| <input type="checkbox"/> | Jacob Friedrich Pickert<br>L4TH-H3C | 1759<br>Preussen, Germany                 | Anne Catharine Elisab...                                     | 28 September 2010 | B C SP SS        | [Redacted]  |  | Unreserve |  |        |  |
| <input type="checkbox"/> | Jacob Friedrich Pickert<br>L4TH-H3C | 1759<br>Preussen, Germany                 |  | 28 September 2010 | I E              | Temple Reassign   |  | Unreserve |  |        |  |

**Tip:** If your Temple Ordinances list takes a long time to load, try canceling some reservations so that your list becomes more manageable.

**Important:** If no one appears on this list, it means that you have not yet reserved any ordinances. Until the features required to reserve ordinances are added to Family Tree, please go to [new.familysearch.org](http://new.familysearch.org) to do this.

2. Indicate what you want to do next:
  - To print a Family Ordinance Request, click the **check box** of each individual whose ordinances you want to do next. Then click **Print or Reprint Request**.
  - To reassign an individual's ordinances, click that individual's **Reassign** link, which is located in the Assigned to column.
  - To unreserve an individual's ordinances, click that individual's **Unreserve** link, which is located at the far-right side of the screen.
  - To see an explanation of the ordinance icons (the colored boxes that contain the letters B, C, I, E, SP, and SS), click **Legend**.

**Tip:** You can also hover your mouse cursor over an icon to see its meaning.

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