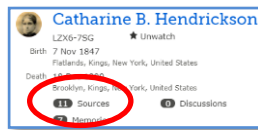


PUTTING DOCUMENTS AS SOURCES IN FAMILY TREE

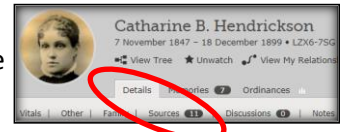
This Steps with Pictures Guide shows how to put scanned/screen captured documents in FT that are not found in FS online databases, including one of a kind records that may be found in the home and other places.

1. Sign-in to FamilySearch-- In Family Tree find the ancestor whose document you have and click on their name.

2. Click 1-2 times on **"Sources"** in Summary card



or on **Details** page



3. In the **Details** page under **Sources** there are two options: **"ADD SOURCE"** and **"ATTACH from SOURCE BOX"**.


ADD SOURCE

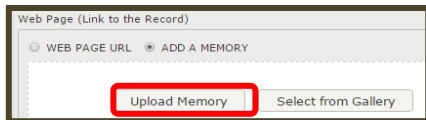


4. If this is the **FIRST TIME** this source has been added to your Tree, click on **"Add Source"** and complete steps 5 & 6. If this source has **already been placed in your tree**, click **"Attach from Source Box"**, **turn this page over**, and follow steps 5 - 12 found on the back side.)

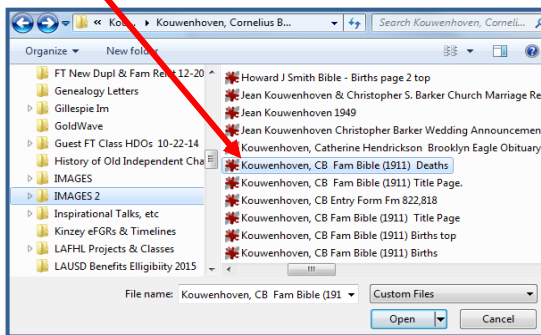
5. In the **"Sources"** window to the right, fill in fields 1 – 7.

1 Source Title—the Who, What, Where & When of the record. If other people are mentioned in source, consider adding their name(s) to the Title so that it refers to them also.

2 Web Page—Click on the **ADD A MEMORY** circle  and select **"Upload Memory"**.



a. Locate your document on the computer or flash drive, **highlight** it and **double click** on the document name to upload it.



Sources

1 Source Title (Required)
Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

2 Web Page (Link to the Record)
 WEB PAGE URL ADD A MEMORY
 Example: http://www.uk1841census.com/census_online.htm

3 Where the Record Is Found (Citation)
Example: UK Census, 1841, Arbroath, Perth, Scotland. Population schedule. Dwelling address. Federal archive. Digital Image

4 Describe the Record (Notes)
Example: Hugh S. Smith Family Page 7. Lines 23-27. Arbroath, Scotland. UK Census 1841 Father: Robert Smith. Mother: Helen Strachen. Children: Hugh Sidley Smith, Robert Smith.



5 Reason to Attach Source
Explain why you attached this source to this individual.

6 Select the Information or Events in this Source
 Name Birth Death
 Sex Christening Burial

7 Add Source to My Source Box

Save Cancel

"Sources" window

b. The document will appear with an  band, followed by a  band - both are temporary and will disappear once the image is reviewed.

3 Where Record is Found—give the location of the record (URL, address, etc.) so others can find it


4 Describe the Record—enter important clarifying notes

5 Reason to Attach Source - list key vital information found in the document

6 Select Information – a in a box places source citation next to event in *Vital Information* section of **Details** page

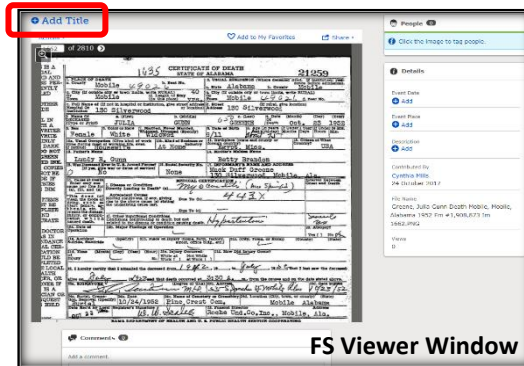
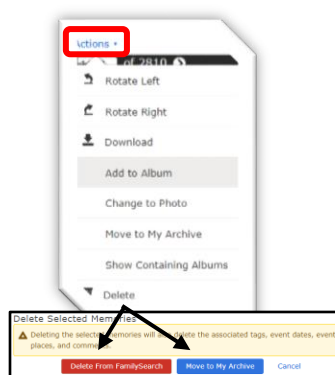
7 Add Source to My Source Box - check this box so source can be easily added to another person listed in the record


6. When the 7 fields are filled in, click  at the bottom of the **"Sources"** window.

This source will now appear at the top of the Source list on your ancestor's **Details** page. Click on the source name  and then on **"View Memory"** to open the **FS Viewer Window** where you can edit and adjust the source and its details.

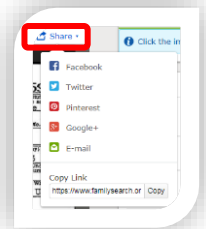
1. Click **"Actions"** to make changes including **Move** document to My Archive or **Delete** from FS.

2. **Add Title** to identify people, place and time of the pictured event.



3. Fill in details and .

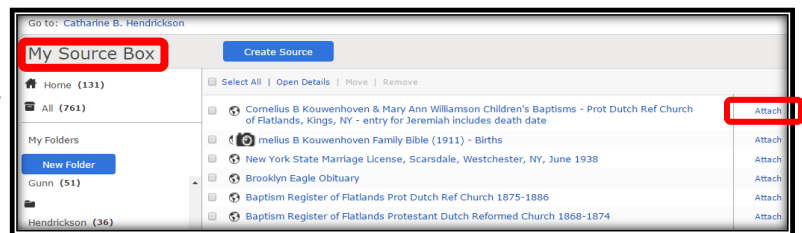
4. Click **"Share"** to display share options



ATTACH from SOURCE BOX

5. If a document is **already in your FT Source Box** (meaning it is attached to someone else listed in the document), it is easy to attach to another person in your family tree. In the person's **Details** page follow Step #4 - click **"Attach from Source Box"** and the **My Source Box** window will open.

6. Find the source you want by looking through the pages  or in Folders on the left.



7. Click **Attach** to the right of the source you want.

8. An **Attach Source** window will open. It will contain the **Title** of the document, the **Name and ID** of the person the record will be attached to (person in FT in whose Details page where you began to add your source) and a box for the **Reason to Attach** statement.

9. Enter the most important information the document provides in the **Reason Statement** field. In this window that is all that needs to be entered.



10. All of the source information entered in the original source citation will be transferred, along with any image, to the person indicated.

11. Click .

12. It is always a good idea to check in the **Details** page under **"Sources"** to see that the source has been successfully entered and the changes have been saved.

Note: To "Add a Source" a digital image of the record is needed (.bmp, .jpg, .png, .tif or .pdf format <15 MB).

All uploaded photos and documents are examined for appropriateness before they are placed in FT permanently.

RELATED RESOURCE: For a similar Steps with Pictures Guide showing how to attach online FS records to ancestors in the Family Tree, go to the FS WIKI page **"Attaching FS Records in FT Using the Source Linker"**.

cgm 12-27-2017