# Carlsbad City Library

Genealogy CLASSES

FOCUS ON

## FamilySearch.org Part II: *The Universal Family Tree*

Today we will explore the additional functionality that is available with a FREE account on FamilySearch.org. We will start with the universal Family Tree. In order to access the Family Tree, please **SIGN IN**!

FamilySearch   Family Tree   Search   Memories   Get Involved   Activities   SIGN IN   CREATE ACCOUNT
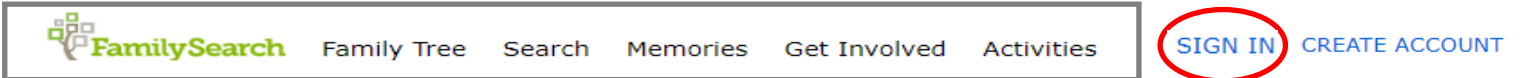
Once you're signed in, you will notice that the home page has been personalized for you, reflecting your **previous activity** on FamilySearch.org and, based on your profile, suggestions for **future research**!

To access the Family Tree:

- Choose **Family Tree** in the menu bar.

- By default, the Family Tree opens up with **you** in the **main position**.

- If your tree is small, don't worry, it doesn't take long to grow!
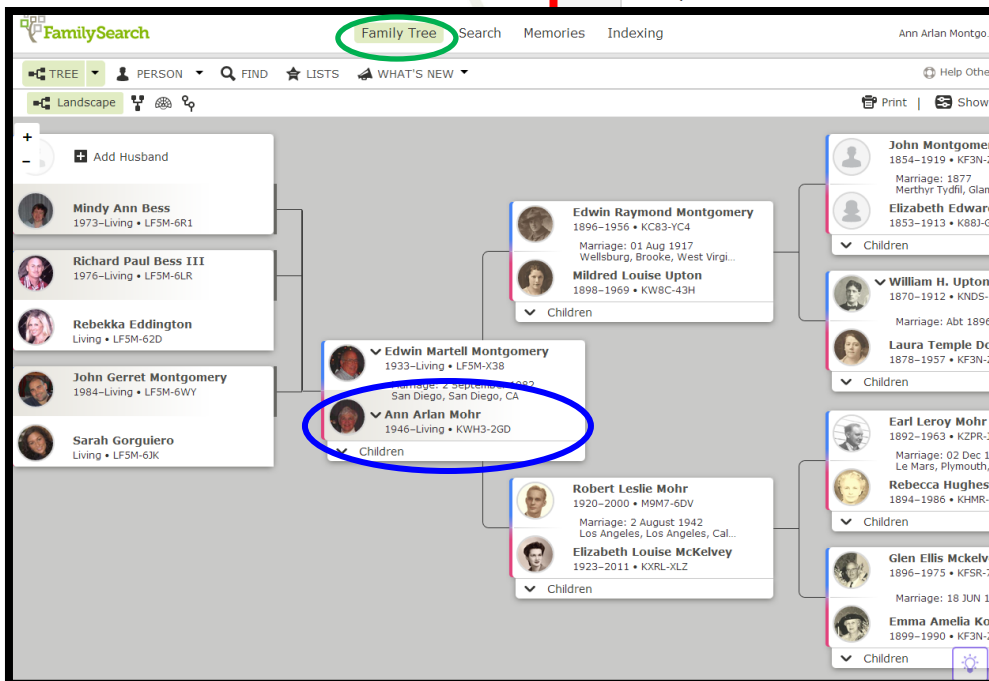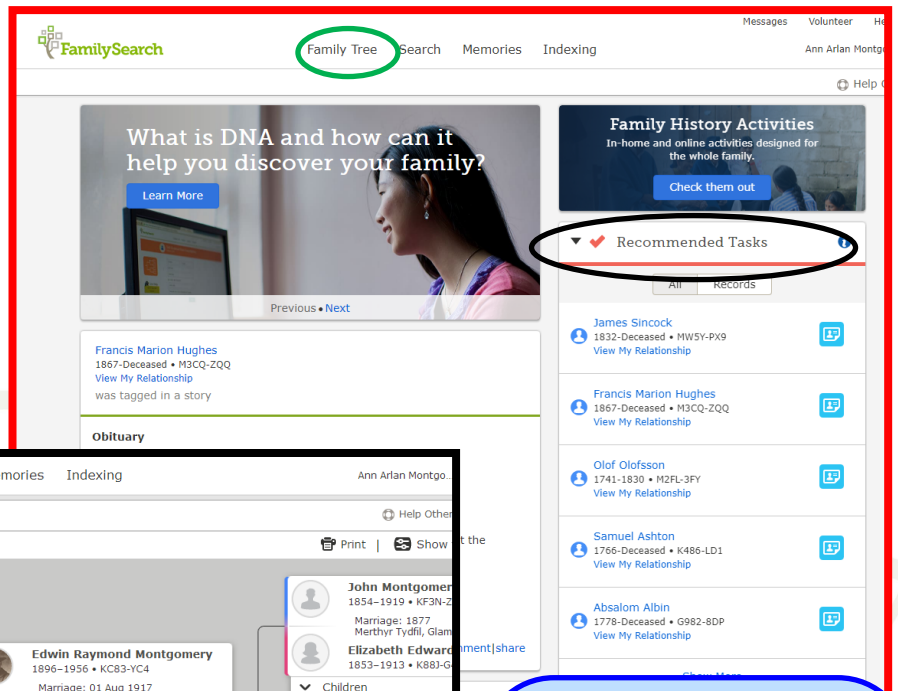
Remember!

- FamilySearch Family Tree is a single, universal pedigree.

- It is available to all through the cloud and is preserved for future generations.

- Even though it is shared, users can correct bad data in the Family Tree.

Carlsbad City Library   1250 Carlsbad Village Drive, Carlsbad, CA 92008   760-434-2931   genealogy@carlsbadca.gov

Adding to your Family Tree:

As the FamilySearch Family Tree is a **universal** pedigree, the most important thing to remember when adding new names to your tree is to try to prevent duplicates. To help prevent duplicates, every person is assigned a **unique identifier, a 7 digit number.**

1. To add someone new to your tree, choose ⊞ **Add Husband** or ⊞ **Add Wife**.

2. Enter data about the person you'd like to add.

- If the person you want to add is **living**, they will not come up in a search due to privacy concerns.

- If the person is **deceased**, then FamilySearch will try to find him or her in the database and possible matches will be generated.

- Don't be surprised to find your ancestor is already in the database. People from all over the world are adding to the universal Family Tree every day!

If your search generates possible matches:

- **Review the possible matches to determine if anyone listed is your ancestor.**

- Click the appropriate blue button to **Add Person**.

- The person will be added in the place you selected.

- Everyone already attached to that person in the universal Family Tree will also be added!
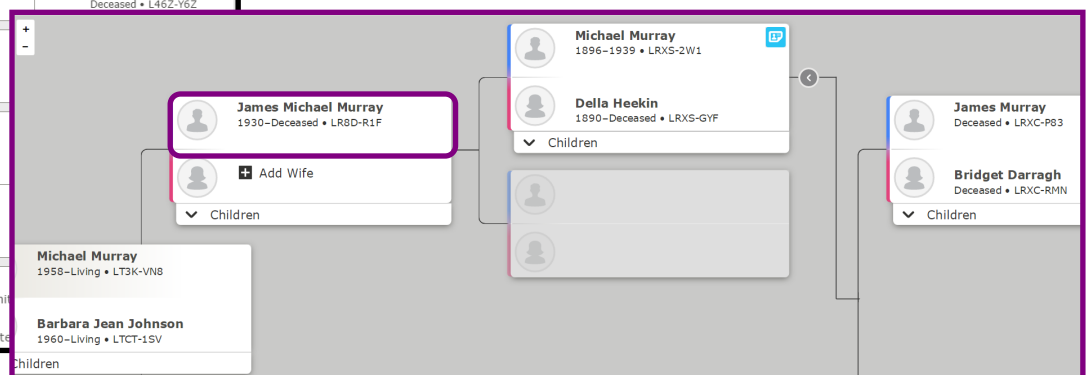
Navigating the Family Tree Menu Bar:

Recent improvements to FamilySearch include the use of drop down menus. With a little practice, it's easy to use the Top Menu Bar to navigate to specific places within the website!
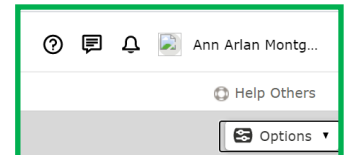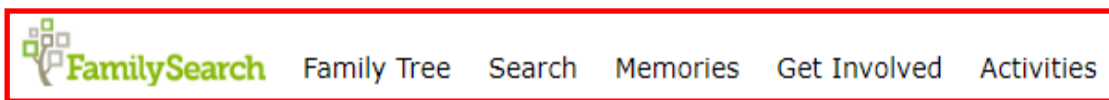
The functions of the links on the left side of the top menu bar are :
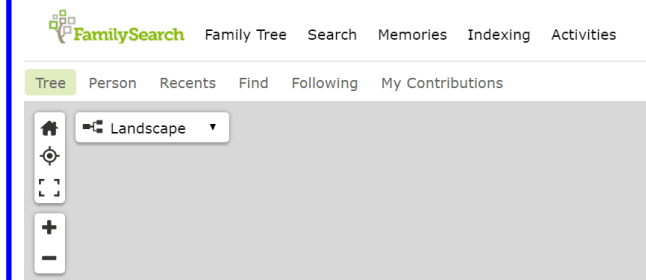
Tree—Open your tree, adjust the view

**Person**—Takes you to the last recently viewed profile
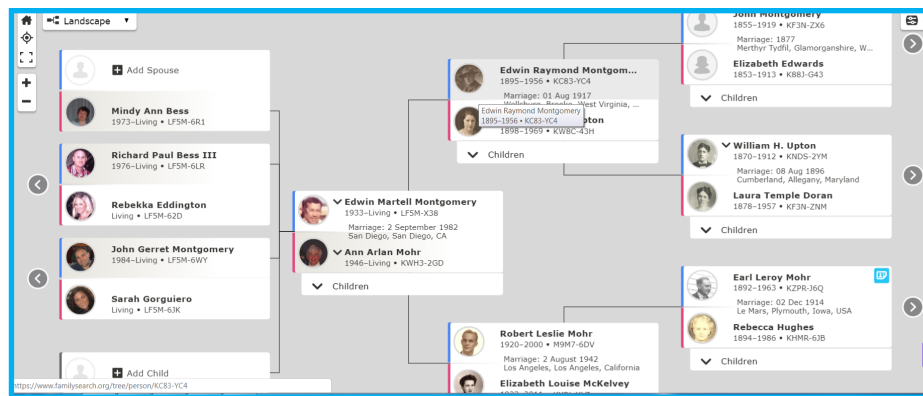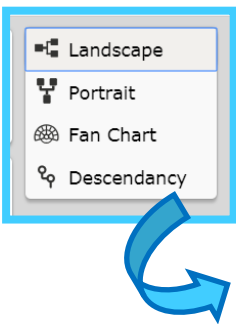
Recents— List of recent people you have viewed

**Find**—Search for a specific person-by name or ID number

Following—Review changes made to people you're watching

My Contributions—See the contributions you have made to the tree.

You can also use the left menu bar (**under the tree tab**) to change how you view your Family Tree:
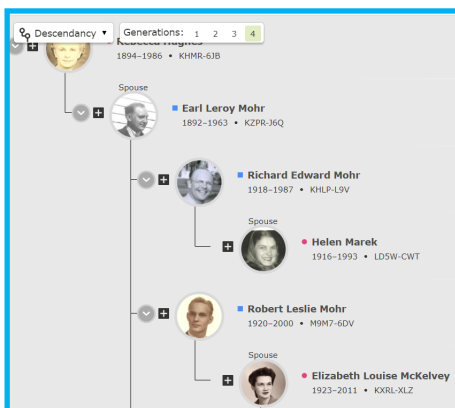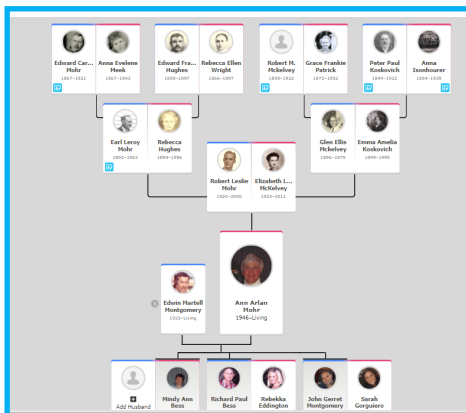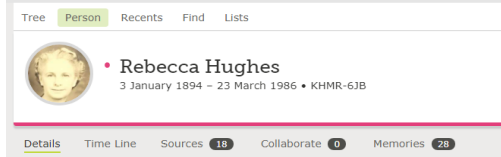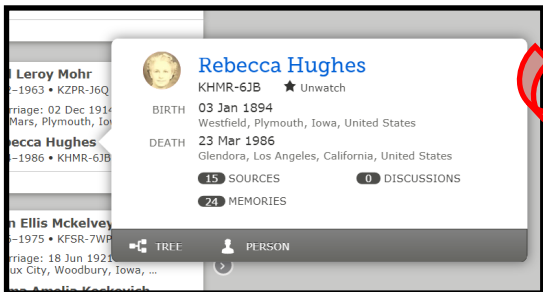

1. Depending on the size you make it, you can view up to 6 generations in landscape view.

2. Portrait view can display 5 generations.

3. Descendancy view can give you 4 generations.

4. The new fan chart can expand to 7 generations and has several options to report for you. (see below)
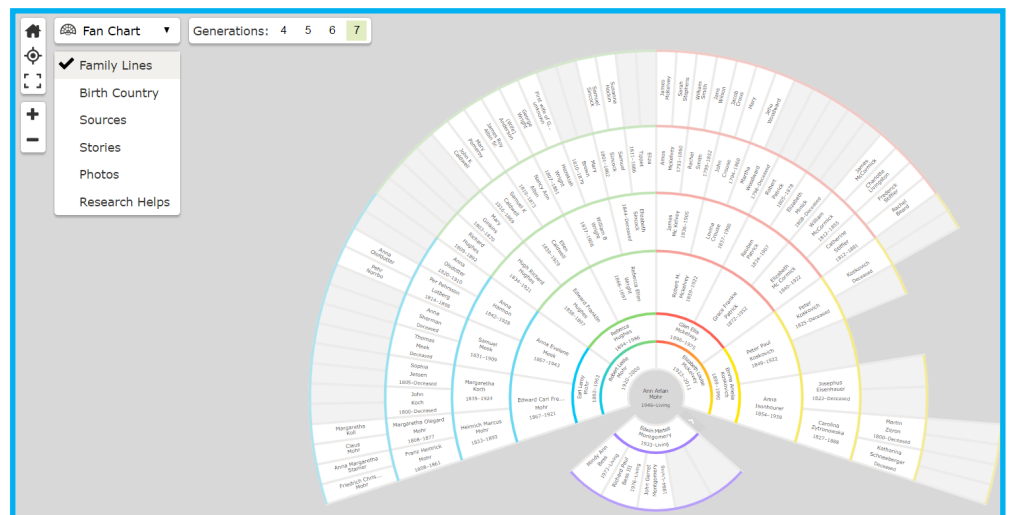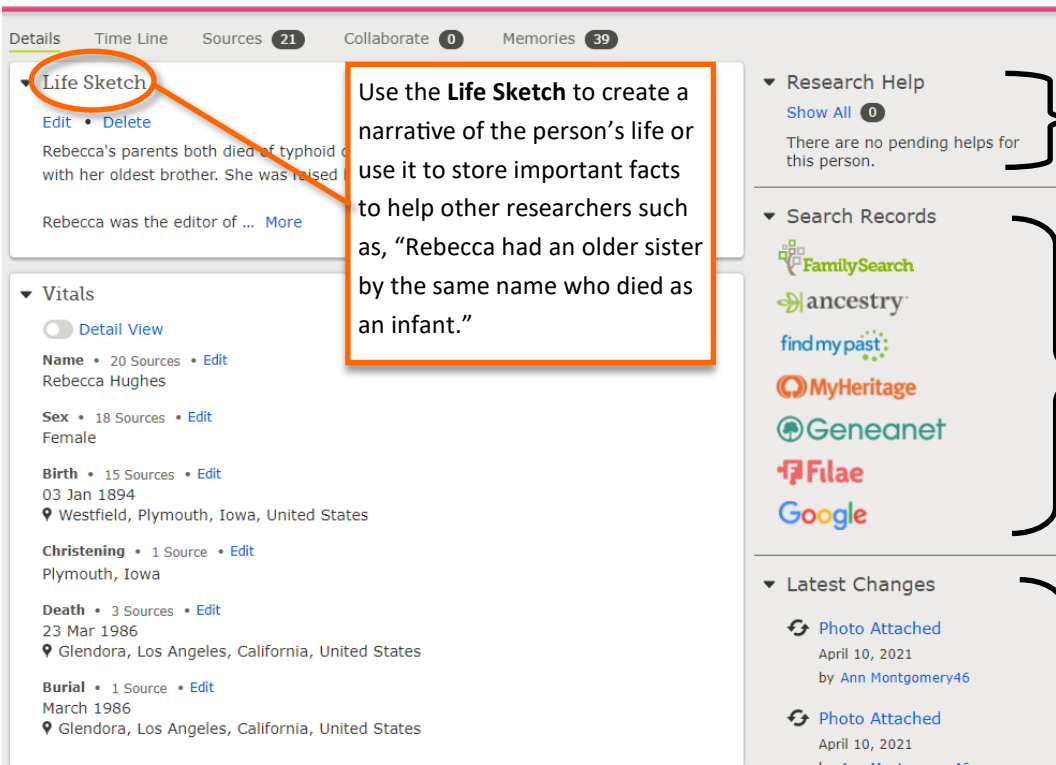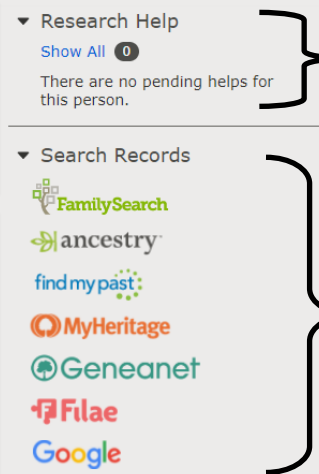
Navigating Profiles:

To review all the information attached to a person, **click their name in the tree** and choose **person** or **click on their name.** Choose the **details** tab. At the top of the tab you can:
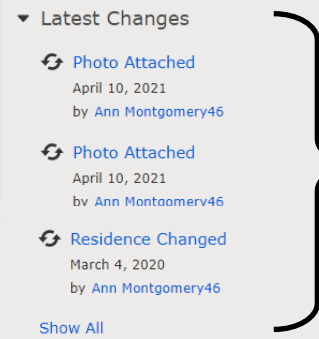

Tree · Person · Recents · Find · Lists

Rebecca Hughes
3 January 1894 – 23 March 1986 • KHMR-6JB

Details · Time Line · Sources 18 · Collaborate 0 · Memories 28

- **View** the person's position in the Tree
- **Follow** the person (monitor changes)
- **See** your relationship to the person

Rebecca Hughes
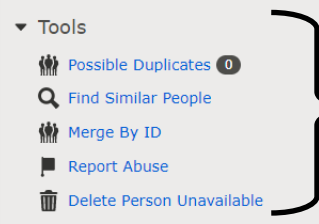3 January 1894 – 23 March 1986 • KHMR-6JB

⬢ View Tree   ☆ Follow   ∿ View My Relationship

Details · Time Line · Sources 21 · Collaborate 0 · Memories 39

Life Sketch
Edit • Delete

Rebecca's parents both died of typhoid with her oldest brother. She was raised

Rebecca was the editor of … More

Use the **Life Sketch** to create a narrative of the person's life or use it to store important facts to help other researchers such as, "Rebecca had an older sister by the same name who died as an infant."

Vitals

◯ Detail View

Name • 20 Sources • Edit
Rebecca Hughes

Sex • 18 Sources • Edit
Female

Birth • 15 Sources • Edit
03 Jan 1894
📍 Westfield, Plymouth, Iowa, United States

Christening • 1 Source • Edit
Plymouth, Iowa

Death • 3 Sources • Edit
23 Mar 1986
📍 Glendora, Los Angeles, California, United States

Burial • 1 Source • Edit
March 1986
📍 Glendora, Los Angeles, California, United States

Other Information

◉ Detail View ➕ Add Information

Alternate Name • Edit
Birth Name
Rebecca Hughes
   Reason This Information Is Correct:
   birth name
   Last Changed: July 11, 2017 by Ann Montgomery46

Alternate Name • Edit
Also Known As
Becky Hughes
   Reason This Information Is Correct:
   Nickname used most of her life
   Last Changed: July 11, 2017 by Ann Montgomery46

Alternate Name • Edit
Also Known As
Rebecca Huse
   Reason This Information Is Correct:
   Incorrect spelling used on one of the U.S. Census records
   Last Changed: October 23, 2018 by Ann Montgomery46

Residence • Edit
1895
📍 Westfield Township, Plymouth, Iowa, United States
   Reason This Information Is Correct:

Use **Other Information** to add other facts to your person's life or aka info.

Research Help
Show All 0
There are no pending helps for this person.

Research Help

🗔 = *Record Hints*
🧬 = *Research Suggestions*
❗ = *Data Problems*

Search Records
FamilySearch
ancestry
findmypast
MyHeritage
Geneanet
Filae
Google

Access external genealogy sites

Latest Changes
🔄 Photo Attached
   April 10, 2021
   by Ann Montgomery46
🔄 Photo Attached
   April 10, 2021
   by Ann Montgomery46
🔄 Residence Changed
   March 4, 2020
   by Ann Montgomery46
Show All

Track changes and contact users

Tools
👥 Possible Duplicates 0
🔍 Find Similar People
👤 Merge By ID
🚩 Report Abuse
🗑 Delete Person Unavailable

Various tools to help make the tree more correct

Print
⬢ Pedigree
🌿 Portrait Pedigree
◉ Fan Chart
📄 Family
📄 Family with Sources

Print Reports

Person with their **spouse and children**

Person with their **parents and siblings**

▼ Family Members

Spouses and Children
Show All ➕ Add Spouse

Earl Leroy Mohr
1892–1963 • KZPR-J6Q
Marriage: 02 Dec 1914
Le Mars, Plymouth, Iowa, USA
Rebecca Hughes
1894–1986 • KHMR-6JB

⌃ Children (3)

Richard Edward Mohr
1918–1987 • KHLP-L9V

Robert Leslie Mohr
1920–2000 • M9M7-6DV

Wayne Carlton Mohr
1921–1921 • LC2C-RW8

➕ Add Child

➕ Add Child with an Unknown Father

Parents and Siblings
Show All ➕ Add Parent

Edward Franklin Hughes
1858–1897 • LZJ5-NB8
Marriage: 3 March 1883
Grant, Wisconsin, United States
Rebecca Ellen Wright
1866–1897 • L4WN-TM8

⌃ Children (6)

Benjamin W. Hughes
1887–1897 • K8CJ-ZNG

Edward Leon Hughes
1889–1956 • 9V7C-C8B

Ralph Marion Hughes
1892–1950 • 9V7C-CDM

Rebecca Hughes
1894–1986 • KHMR-6JB

Vera Alice Hughes
1896–1987 • 9XNH-5XX

Ellen Pearl Hughes
1897–1986 • L4WN-T48

➕ Add Child

Details   **Time Line**   Sources 21   Collaborate 0   Memories 39

Time Line

🔘 Map   ➕ Add   🔳 Show   ⛶

1894
Age 0   **Birth** • Edit
15 Sources
03 Jan 1894
📍 Westfield, Plymouth, Iowa, United States

1895
Age 0   **Residence** • Edit
1895
📍 Westfield Township, Plymouth, Iowa, United States

1897
Age 3   **Death of Parent**
9 NOV 1897
📍 Westfield, Plymouth, Iowa, United States
Edward Franklin Hughes
1858–1897 • LZJ5-NB8

1897
Age 3   **Death of Parent**
14 November 1897
📍 Westfield Township, Plymouth,

Map   Satellite

Show Route

Source Box: Click on your sign in name and go down to Source Box

- You can **arrange** records in your Source Box into folders.
- You can also **create** sources!

My Source Box is a place to store records and documents. During a search, you can add a record to the Source Box and attach it to a person right away or save it for later.

Adding sources to your Family Tree:

A good Family Tree is a well-documented Family Tree! Next we will learn how to add records, photos, audio and stories to add facts, color and context to your ancestors' profiles.

Record Hints

You can use Record Hints to add sources by simply clicking the **blue square** next to a person in pedigree view.

If you're not sure if the Record Hints match your person, click **Show Details**.

Each Record Hint can be expanded and reviewed.

If it looks like a good match, click **Review and Attach**.

Review and Attach Screen

- The information on the **left** is the data contained in the record under review. The information on the **right** is the information about the person contained in the Family Tree. Compare the data. If the record is a match, click **Attach**.

- You can **add** a reason to document why you attached the record to this person. As this is a universal Family Tree, this person will show up in many other pedigrees. Justifying the attachment will lessen the chances of someone making changes down the road.

- If the record is not relevant to your person, click **Not a Match**. If the family is not your family, click **Not Your Family**.

Where can I find recommended sources to add to my tree?

1. **On the main front page of your website. (Look under Recommended Tasks)**

2. **On your landscape tree. (find record hints on the generations visible)**

3. **On the Profile page under Research Help. (you can find on details or the time line)**

4. **On the Descendancy view. (Go to someone back several generations and then do a descendancy for four generations. You will be surprised what you can find.)**

Adding Photos, Documents, Audio and Stories:

The process to add photos, documents, stories and audio is the same no matter the type of media!

1. Choose a person on your tree.
2. Open their **Memories** tab.
3. Add a file:

   A. Click on **Upload** to add a file saved on your computer or thumb drive, or

   B. Click **Select from Gallery** to add a file from your Gallery.

4. Once uploaded, you can **title and tag** any item.
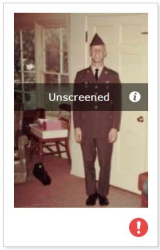
Note: When anything is first uploaded it will be labeled unscreened.

For more information on submitting content to FamilySearch see: www.lds.org/legal/familysearch-trees
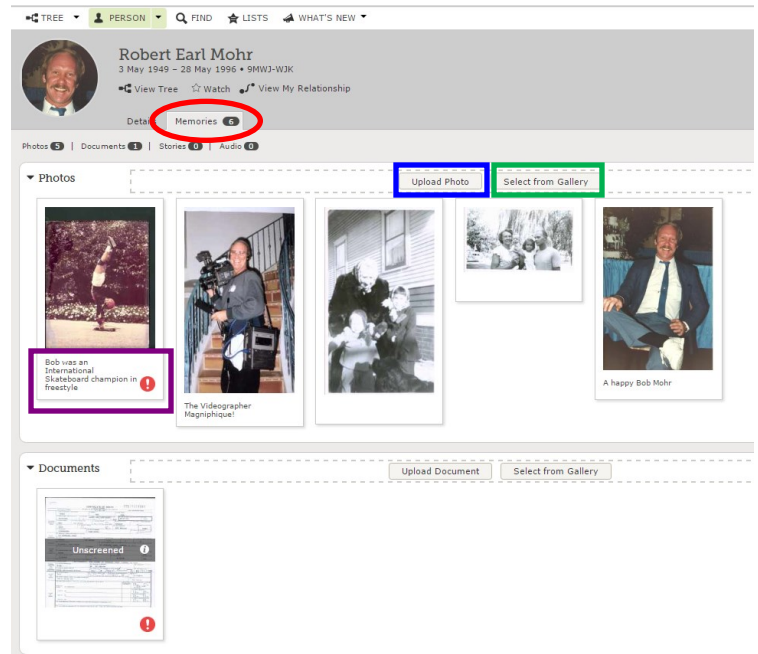
Media Gallery:

All the documents, photos, stories and audio you upload are available in the Gallery. In the Gallery you can:

- **Add** titles, dates and places to media
- **Sort** by media type
- **Add** more media
- **View** your media as a list or a grid
- **Search** your media
- **Arrange** items into albums
- **Tag** an item to a person
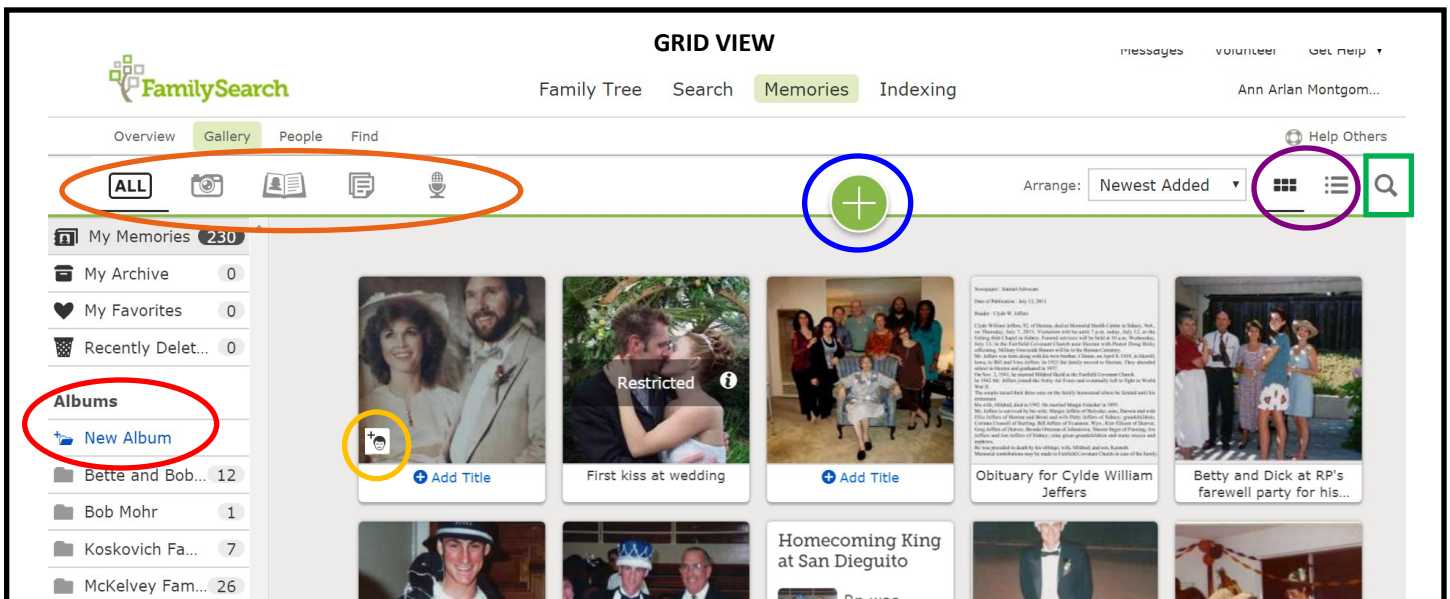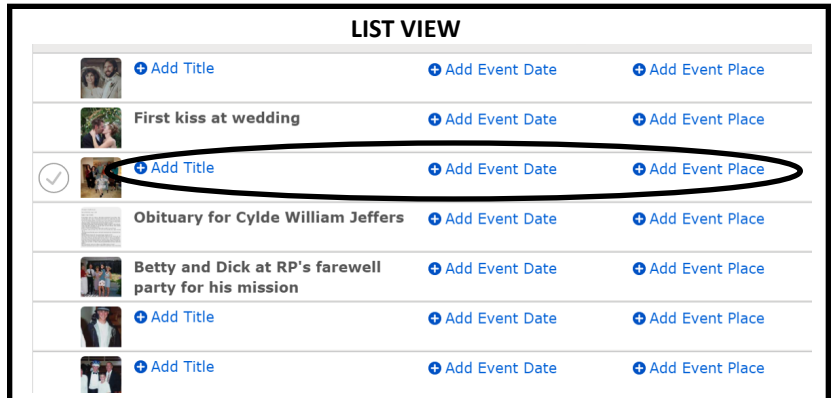
Duplicates:

Remember, in FamilySearch we are creating a universal Family Tree. In a universal tree each person throughout history should **only show up in the tree once**. However, as each person in the universal family tree can be a relation to many people and genealogists all over the world are contributing to the universal family tree, it is quite possible that individuals may be added to the universal family tree more than once. When this happens, the tree has **duplicate individuals**.

It is a good idea to search for duplicates now and then, and especially before you start adding a lot of sources to an individual.

Remember, when adding new people, **FamilySearch provides the opportunity to confirm the person isn't already in the tree.** It is highly-likely that your ancestor is already in the tree as your grandfather is most-likely someone else's grandfather, another person's great-uncle and yet another person's third cousin. If you find that your ancestor is already in the tree, don't fret! You can always add more information to that person's profile and edit information.

Finding Duplicates:

1.You can locate possible duplicates using the Tools menu on a person's profile page:
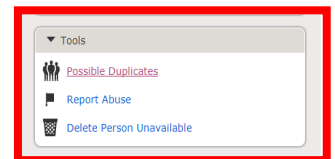
2. You may find duplicates when adding a new person. If you find a match in the system even if the information is not exact, use the person in the system and edit information to make it correct.

3. Another way you may find a duplicate is when adding a source that's already attached to another, different person with the same name!
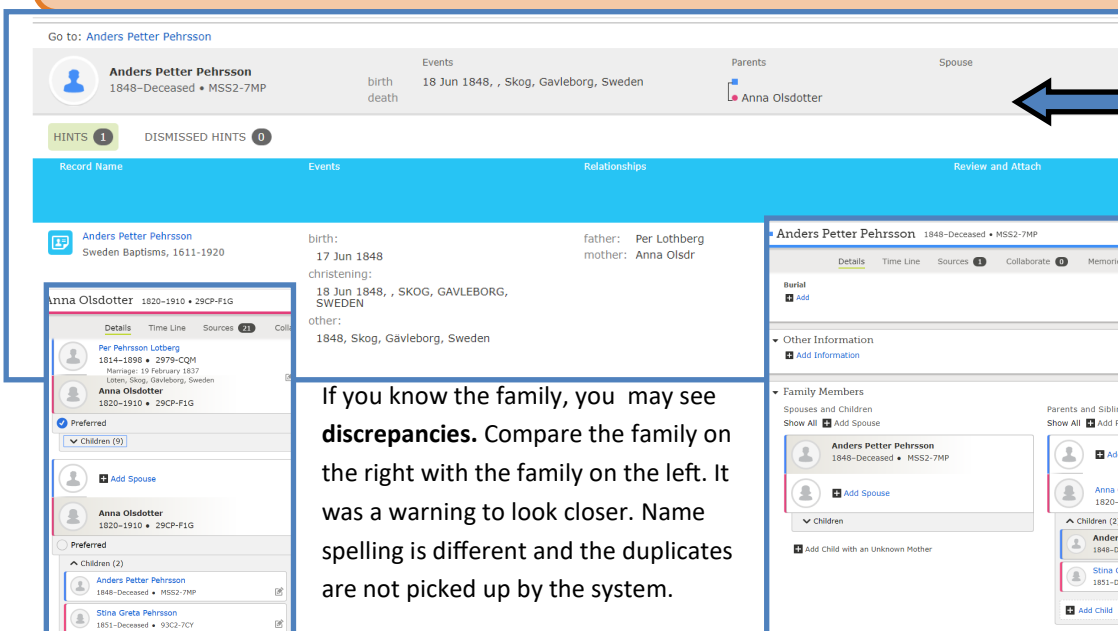
Anders Petter Pehrsson was a **possible source suggestion** on the front page.

If you know the family, you may see **discrepancies.** Compare the family on the right with the family on the left. It was a warning to look closer. Name spelling is different and the duplicates are not picked up by the system.

7

1. Comparing Duplicates:

Step 1 of 3: Are these people a possible match?

2. Combining Records:

Step 2 of 3: Select the information you want to save.

Move any information to be kept to the other record

3. Confirm changes and give reason for doing the Merge:

Step 3 of 3: Confirm your changes by finishing the merge.

By explaining why you are doing the merge others will see your reasoning and be able to help with your research to make sure the tree is accurate.

Many times there will be duplicate children or spouses created that must be dealt with.

The final person remaining is the person on the right.

Remember that this is a very complex process so take care to make sure you are not deleting people!!!!