

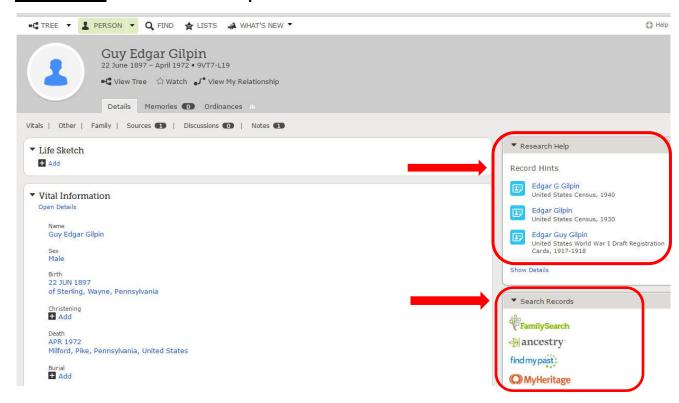
Attaching Sources in Family Tree: Attaching FamilySearch Sources to Your Tree

You can attach records to an ancestor's *Details* page using the **Source Linker** (a tool that attaches records found in indexed FS collections to individuals in Family Tree.) The right column of your ancestor's *Details* page in Family Tree contains two options for locating records:

- 1. Record Hints under Research Help
- 2. Search Records

Selected records from either option will need to be examined, and, if applicable, added as Sources to Family Tree.

Record Hints under Research Help



Record Hints contains records pre-selected by FamilySearch based on matching data.

If a record appears in-RECORD HINTS, examine it by clicking on the person's name above the

record title, or the blue Record Hints box.

An abstract window appears. This is what the indexers took from the image (in this case a census).

Click on Review and Attach to open the Source Linker as shown below.



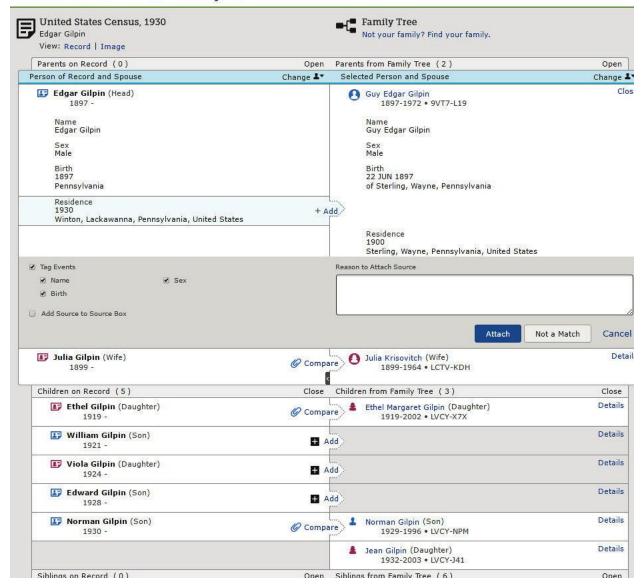
This is how the image appears in the Source Linker:

The **Left** column is what appears in the Historical Record (in this case a census). The **Right** column is the information about that family in the Family Tree.

Historical Record

Family in Family Tree

Attach Historical Records to Family Tree

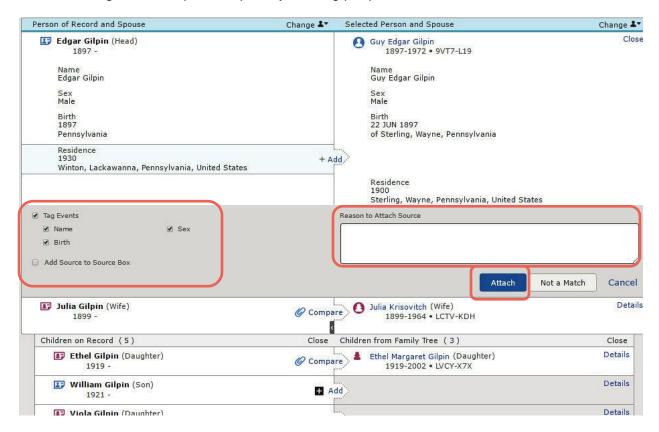


Compare the historical record with what is in Family Tree. Add information, such as residence, as needed by clicking *Add*.

If a person is listed in the Historical Record, but is not in Family Tree, click on *Add* to add the person to the Family Tree. The software will search for that person in the database, and if found can be linked to the family in Family Tree.

If a person is not found in the database, he can be added. The system takes you through a process to add a new person. Be sure to indicate *deceased* or no one else will be able to see

him/her. If a person is still living, you may add him/her, but only you will be able to see him/her. This is a safeguard to respect the privacy of living people.



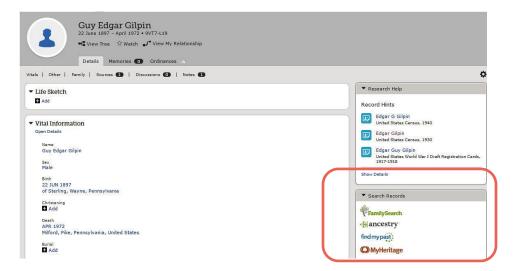
When you have determined that the Historical Record belongs to your ancestor, then...

- a) Enter a "Reason to Attach Source" statement
- b) Check or uncheck "Tag Events"
- c) Check or uncheck "Add Source to Source Box"
- d) To attach this Historical Record Source, Click Attach

The record is now attached as a source on your ancestor's details page.

If the source contains information about other people, you may want to add it to your Source Box. This will allow it to be attached to other people easily.

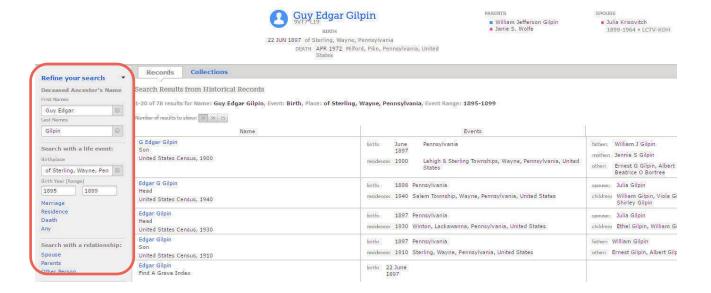
Search Records



To find additional records which may pertain to your ancestor, click the **FamilySearch** logo in the box in the Search Records area on the right side of the person screen.

There are three other websites listed under Search Records. These are FamilySearch partners and can be very helpful in searching for records about your ancestors. All three require a subscription.

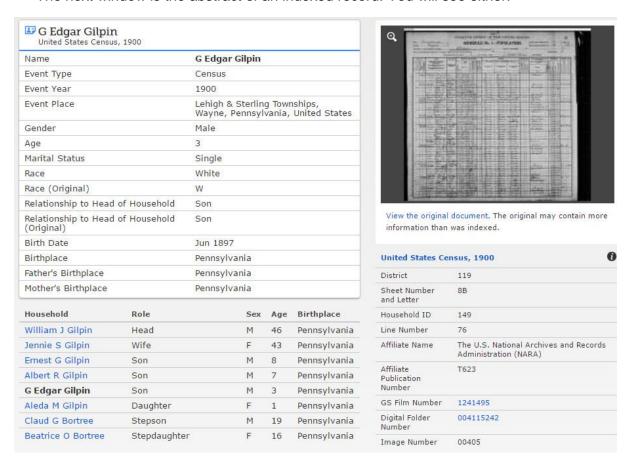
FamilySearch has entered some search terms (name, place, & date range) on the left side of the screen for you. To find other records, edit the search criteria



In order to examine and determine if this record belongs to your ancestor, click the Blue Name above the record title; view the abstract, and whenever possible, the actual document.



The next window is the abstract of an indexed record. You will see either:



- 1. Abstract only ("no image available")
- 2. abstract with image ("view the original document")
- 3. abstract with GS Film # reference (which means there is an image on film in Family History Library)

You will want to examine and attach the original image whenever possible!!!!



If the record has already been attached, Click Review Attachments to verify everyone listed has the record attached.

To attach a record, click on Attach to Family Tree in the record abstract. Add any additional deceased people in the record who are not found in Family Tree.

If a GS film number is listed in the abstract, you will know that the film is in the Family History Library and can be searched, and the image saved for your records.

Before you leave Family Tree, go back to your ancestor's *Details* page and check that the source has been attached.

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