



FamilySearch, Family Tree Memories

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Elder Dennis B. Neuenschwander, of the Seventy, taught that *“The work of gathering and sharing eternal family keepsakes is a personal responsibility. It cannot be passed off or given to another. A life that is not documented is a life that within a generation or two will largely be lost to memory. What a tragedy this can be in the history of a family. Knowledge of our ancestors shapes us and instills within us values that give direction and meaning to our lives (‘Bridges and Eternal Keepsakes,’ Dennis B. Neuenschwander, General Conference April 1999).*

FamilySearch is a powerful tool for family history research. In addition to adding and exploring genealogical information in FamilySearch, you can attach photos, documents, stories, and audio to an ancestor. Doing so helps us get a better picture of how they lived, why they made the choices they made, and how we fit into the overall picture of our family. It can “turn our hearts” to those who have gone before us. (*Malachi 4:6*).

The Memories Tool

From the **FamilySearch** home page, click on **Memories** in the tool bar to bring up a menu with four options:

- Overview
- Gallery
- People
- Find

Overview

This selection will take you to a page that presents an overview of the Memories tool. This is a great place to acquaint yourself with Memories features.

Gallery

The Memories Gallery is a place where all the photos, stories, documents, and audio recordings you add to FamilySearch are collected. Here you will see all the memories you have added to Family Tree Memories.

People

The People selection is a page where all persons in your tree with Memories uploaded are collected. Click on a person to go to their individual Memories page where you can see all the Memories added by you and by others to that person. The list can be sorted in a number of different ways. From People you can view your relationship to an ancestor.

Find

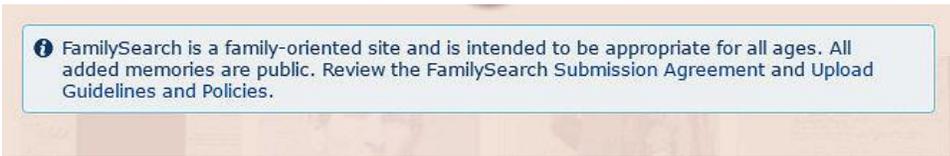
The Find selection lets you search all of Family Tree Memories by name or by the title of the memory.

Types of Media stored in Family Tree Memories

- Photos
- Documents
- Stories
- Audio

FamilySearch Content Submission Agreement

- Users are required to agree to the FamilySearch Content Submission Agreement prior to adding photos or other documents in Family Tree.
- This agreement and the Submission Guidelines will appear when you first enter a memory and will also appear when you click on the add button to add a memory to the Gallery.



i FamilySearch is a family-oriented site and is intended to be appropriate for all ages. All added memories are public. Review the FamilySearch Submission Agreement and Upload Guidelines and Policies.

Submission agreement and Upload guidelines

General Memories Concept Discussion

- Memories can be edited, re-tagged, linked, and unlinked by the user who added the memory – others can view the memory but cannot edit or delete it.
- However, anyone can detach the memory.
- Memories attached to living individuals in Family Tree can only be seen by the person who entered the information, except for photos and documents which can be found by Google; therefore, it is not recommended that you add photos or documents of living people to Family Tree due to privacy concerns.

Prior to uploading a photo or document, check the format and size of the photo or document in your file folder.

- Photos must be .bmp, .jpg, .png or .tif format. Must be less than 15 MB.
- Documents must be .bmp, .jpg, .png, .tif, or .pdf format. Must be less than 15 MB.

There are two ways to add Memories to Family Tree. Memories can be added through the **Person Details** page or directly into the Memories **Gallery**.

Adding Photos to Family Tree Memories

Directions to “Upload” Photos through the Person Details Page

1. Sign in at [FamilySearch.org](https://www.familysearch.org).
2. Click an individual, and click **Person** to open the person detail page.
3. Click the **Memories** tab.
4. In the Photos or Documents section, click either **Upload [Photo or Document]** and select the file from your computer, or click **Select from Gallery** to add an item you have already uploaded. The drag and drop feature is not available to upload memory items on the person detail page.

The image will automatically begin to upload directly into the Memories page of that person. It is also added to the Gallery. Another option to upload the phot is to drag and drop the photo into the small rectangular area next to the words “Upload Photo.”

Directions to “Upload” Photos through the Gallery

1. Sign in to FamilySearch.org.
2. Click **Memories**.
3. Click **Gallery**.
4. Click the **Photos icon** or **Documents icon**. The process below applies to photos and documents. The instructions mention only photos.

Note: Although you can click **Memories** on the person page and upload a photo or document, you still need to go to Memories or Photos to find the photo or document. If you start with Memories from a person page, you add steps to the upload process.

5. Under the "Drag and drop files to upload or..." heading, click the box if you want to use your file names as the titles in Memories.
6. To add memories and open the upload box, click the **+** in the green circle.
7. To upload a photo or document to Memories, click **Choose Files**. Go to a folder on your computer, and find the photo or document you want to add.
8. To upload and add one photo or document, place your cursor on the photo or document, and then click, drag, and drop it to the image on the right, which will open when you click **Add Memories**.
9. To upload and add multiple photos or documents, use the instructions below:
 - o To select a consecutive range of photos, find and click the first photo, press **Shift**, and scroll down to click the last photo to select a consecutive range of photos. Then drag the group of photos to the image, and release the mouse button.
 - o To select specific photos from a folder, find and click the first photo, press **Ctrl**, scroll through your list, and click each photo you want to upload. Then drag the group of photos to the image, and release the mouse button.
 - o Note: We recommend that you not add more than 20 photos at a time, since you need to tag each photo separately.
10. After you drop the file or files, each file shows as a gray image. It will initially have a “SCREENING” band overlay. Each photo is screened by FamilySearch for appropriate content. When screening is finished a “Completed” box appears.
11. Once the upload is complete, you can now click each photo and add a title and tags to the photos and documents.



Attaching the Photo in the Gallery to a Person in Family Tree

1. To attach the photo to a person, select the photo from the Gallery.
2. Hover over the desired photo and click on the small checkmark in the upper right corner. You can select multiple photos at attach.
3. When the checkmark turns blue, click “Attach” in the bottom left corner.

Working with Uploaded Photos

Photos uploaded to Family Tree Memories can be titled, tagged to persons in the Tree, shared, edited, and deleted. These tasks can be completed in the Photo Viewer window. To get to the Photo Viewer page just click on the photo to bring it up in a full screen view.

Title and Tag the photo

- Photos uploaded to the Tree through the **Person Details** page are automatically tagged and identified with the name of the person whose page you are on.
- Photos uploaded to the Tree through the **Gallery** page need to have the title and tags manually added.

Directions to Title and Tag a Photo.

1. Editing the title: to edit the title click on edit title. If no title has been added the edit box will say “add title.” It is also possible to add a title to a photo from the Gallery page.
2. Adjusting the tag shape: the initial tag, seen when you hover over the photo, is a large oval. This tag can be resized and reshaped by adjusting any of the white corner squares.
3. Naming the tag: Enter the person’s name into the identification box. Tagging multiple people in a photo: 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. In the name box type the person’s name exactly as it appears in Family Tree. Family Tree will locate the person.
4. If the person’s name is not in Family Tree, click on “Add New Person.” Family Tree will search for the person. If the person’s name pops up, click on it, if not, add the person to Family Tree.
5. Editing a tag: To edit a tag click on the name of the person in “People In This Photo” column on the right. Click on EDIT TAG.
6. Removing a tag: To remove a tag click on the name of the person in “People In This Photo” column on the right. Click on REMOVE TAG.



Adding Documents to Family Tree Memories

The process for adding documents to Family Tree Memories is the same as for adding photos. Documents can be uploaded through the Person Details page or through the Gallery.

- Title the document: be sure to include the Who, What, When and Where of the document in the title, not just the name.
- Tag the document: the tag shape is different than the tag shape for photos. It is a rectangle or square.

Entering Documents as Sources

Documents are often sources of vital information. If you have already uploaded a birth, marriage, death or other record containing vital information into the Gallery it should also be entered as a source in the “Sources” section of the Person Details page. The FamilySearch handout “Attaching Documents as Sources in Family Tree” gives a step-by-step process how to do this. This handout is found under Family History Library Webinars “Attaching Sources to Family Tree.”

Additional Help

To learn more about working with photos and documents, go FamilySearch “Get Help” in the upper right of any Family Tree page.

Adding a Story to Family Tree Memories

Stories of your ancestors can be shared on Family Tree. Using the “Stories” feature you can directly type a story into the Person Details page of you ancestor

- The stories template allows you to only enter text.
- You cannot add a PDF file as a story—you can add it as a document.
- Any text that complies with the guidelines supplied in the [Submission Agreement](#) and that can help with research or help others understand the life of a family or individual is appropriate.

Note: You have a time limit of 1 hour to enter and post a story. If you need more time, click **Save**, and then click **Edit Story** to continue.

Directions to add a Story through the Person Details page

1. From the Person Details page of the ancestor you would like to add a story to click on “Memories.”
2. Next, select “Stories” or scroll down the page to the Stories section.
3. Click **Create Story**.
4. Follow the directs above beginning at 4.

If you prefer, you can enter your story in a text editor such as Notepad, Microsoft Word, or Open Office and then copy and paste the text into the story template as above. You can only paste text and cannot choose different fonts or type sizes. The system ignores bold, italics, or other formatting.

Note: Stories cannot be uploaded by dragging and dropping. (Photos, however, can be uploaded by dragging and dropping.)

Directions to add a Story through the Gallery page

1. At the top of the FamilySearch.org page, hover your mouse over **Memories**, and click **Gallery**.
2. In the top center of the gallery page, click **+** in a green circle.
3. Click **Create a Story**.
4. Enter a title in the title field.
5. Enter the text into the resizable text box. If you need a bigger box, left-click, hold, and drag the lower right corner of the text box to the desired size.
6. If you want to add a photo, to the left of the story box, click **Upload Photo** to find a photo on your computer to add. Or click **Select from Gallery** to add a photo already in the gallery. From the gallery, you can use the Arrange box in the top right portion of the screen to sort the photos to more easily find the one you want. Mouse over the photo, and a small circle appears in the upper right corner of the photo. Click the **circle**, and the photo turns blue to show you have selected it. Scroll to the bottom of the page of photos. Below the left panel, click **Attach** to attach the photo to your story and return to the story.
7. Click **Save**.

Adding Audio to Family Tree Memories

Overview

- Audio is a subset of Memories in FamilySearch.org. You can upload audio files to the FamilySearch site, add tags to them, and attach the tag to an individual in Family Tree for others to discover and enjoy.

- Audio files can also be uploaded by apps on mobile devices. Title, Description, Upload, Tag, Attach, Details, Albums, Report Abuse, etc., all work the same for Audio files as they do for other Memory types (Photos, Stories, and Documents).

Mobile Devices

- Mobile devices, by design, require 2 clicks to play an audio file. This is to ensure the user intends to download and play the audio file, since a person roaming with a mobile device might incur data fees.
- All Apple iOS devices will NOT display a volume control or mute button on the browser interface, since Apple has specified that all volume control on their devices must be done using hardware volume control and mute buttons on the device.
- There has been no testing on Mobile Windows Surface devices, so support on these devices is not guaranteed.
- Caution: Deleting the audio from the mobile app also removes it from Memories on FamilySearch.org.

Details of Audio Support

- The supported Audio file types are .m4a, .mp3, and .wav. The maximum audio file size is 15 MB.
- You upload audio files through the Memories Audio tab, just as other Memories are uploaded to FamilySearch.
- If you have an audio file in a format other than one of the supported file types, do a web search for an audio file converter. There are many free versions and several online versions from which to select.

Directions to Add Audio Files through the Person Details Page

1. Sign in to your account at <https://familysearch.org/>.
2. Select an individual, and to open the person page, click **Person**.
3. Click **Memories**.
4. Click **Audio**. You can add audio files by clicking **Upload Audio** and selecting the file from your computer, or click **Select from Gallery**.

Directions to Add Audio Files Through the Gallery

1. Sign in to your account at <https://familysearch.org/>.
2. Click **Memories** and **Gallery**.
3. Click the green + sign in the upper middle portion of the screen to use the option to **Drag and drop files to upload**, or click **Choose Files** to select a file.

Notes:

- We support .jpg, .tif, .bmp, .png, .pdf, .mp3, .m4a, and .wav file types up to 15MB. Only .mp3, .m4a, and .wav are supported audio file types.
- All added memories are public.
- To review terms and conditions, click **Submission Agreement**.
- For information regarding the upload process, click **Upload Guidelines**.

When you drag and drop a file:

- FamilySearch displays a pop-up screen the first time you upload a memory item containing the FamilySearch Content Submission Agreement.
- Please read and check the box stating "I have read and agree to the FamilySearch Content Submission Agreement and Upload Guidelines."
- Click **Continue**.

When you right-click the title or description on the upload file, the details screen opens, and you can do the following:

- Add or edit a title.
- Add or edit a description.
- Tag the memory item, and attach it to a person in Family Tree.
- Add or review comments.
- Share the memory item using the available social media options.
- Report abuse, if appropriate.
- Note: You also can access the standard memory features of People, Albums, Details, Event, and Delete.

If there is an unsupported browser and audio file combination or the file size is exceeded, a message in red appears to alert you.