



Starting Family Tree: Attaching Non-FamilySearch Sources to Family Tree

Sources that are not found in FamilySearch can also be attached to the Family Tree.

There are many other sources that can be added to document your Family History research. Examples include birth, marriage, & death certificates, tombstone photos and inscriptions, family Bibles and other documents or items that are not available through FamilySearch or even online.

There are several commercial programs that work with FamilySearch to attach external sources to Family Tree along with the citation for the sources. One example is Tree Connect (Record Seek). Some of these can be found in the FamilySearch App Gallery located at the bottom of most pages in Family Tree.

Those programs found in the App Gallery have met the criteria to become FamilySearch affiliates.

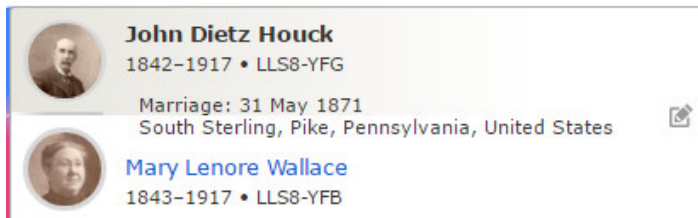
It is not our purpose in this class to discuss these programs but to let you know they are available. We are bound by some copyright and other restrictions so we don't teach them in this class, but if you want to use those programs you are free to do so.

Several books list the proper way to cite almost any kind of source. One of these is *Evidence Explained*. By Elizabeth Shown Mills. FHL Call # 929.1 M625
These can help with source citations.

To attach a non-FamilySearch document as a source to the Family Tree:

The first step is to digitize the documents and make certain that the following criteria applies to the images.

- A. 15MB or smaller file size
- B. The following file formats are now accepted:
.jpg, .tif, .bmp, .png, .pdf, .mp3, .m4a,
and .wav,
- C. Obtain a crisp, clear image if possible.



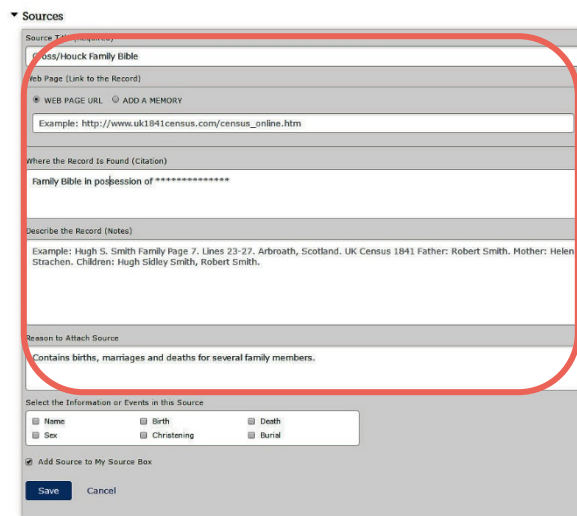
1. Go to the individual to whom you are going to attach the source and click on *sources*, or scroll down to the source section.



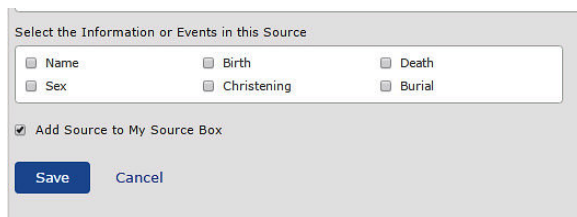
OR



2. Click *Add Source*



3. Fill in the fields describing the source: Title, where the source is found, description of the source, reason to attach this source, etc.



4. Check the boxes that apply to tag the source. These will appear on the corresponding fields on the person details page and will help justify the accuracy of your information.

If you wish to add this source to your Source Box, check the box to do so.

Be sure to click **Save** when finished.

▼ Sources

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

Web Page (Link to the Record)

WEB PAGE URL ADD A MEMORY

Example: http://www.uk1841census.com/census_online.htm

- Depending on the source, you can link to an external website or add a copy of the image of the source to your gallery and to the source in Family Tree. If you link to an external website, copy and paste the URL into the box.

▼ Sources

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

Web Page (Link to the Record)

WEB PAGE URL ADD A MEMORY

Upload Memory Select from Gallery

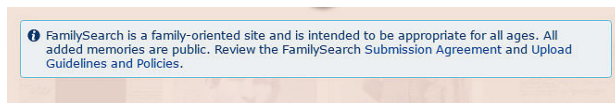
- If you add a memory as a source, either upload the image or choose a document from your gallery.

Drag and drop files to upload or

Use File Names as Titles

We support .jpg, .tif, .bmp, .png, .pdf, .mp3, .m4a, and .wav, up to 15MB.

- To upload the image, drag and drop the image into the memories on the person's page, or select *Choose Files* and locate the image wherever you have it stored. (This also puts the image in your Gallery).



- Please be sure you comply with the Submission Agreement and Upload Guidelines that appear when memories are added. Also comply with copyright law.
- Uploaded images will initially show as being screened. Every image must be approved for appropriate content.
- The image will remain in your gallery but will also be attached as part of a source for the individual.