Attaching Sources to Family Tree

Attaching FamilySearch Sources to Your Tree

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

1. 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 contain records found by FamilySearch algorithms based on matching data. They are indicated by a blue icon under Research Help.

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).

If this record **is** about the person you are researching, Click on **Review and Attach** to open the **Source Linker** as shown below.

Do NOT mark “Not a Match” if the record is a duplicate, and it **IS** a match! (Some re-filmed, re-worked or re-indexed records may appear from time to time).
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**

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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 the Family Tree, you can add them to the tree from this screen. The software will search for that person in the database. If found, they can be linked to the family in the Family Tree. If the person is not found in the database, they can be added. The system takes you through a process to add a new person. Be sure to mark them deceased or no one else will be able to see them. If the person is still living, you may add them, but only you will be able to see them. 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 as a Source, Click Attach

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

If there are additional people on the record (such as family members on a census) you can add them to the Family Tree and/or attach the record to their page from this same screen by clicking “Compare” or “Add.”

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

Source Box
Your Source Box lets you reuse sources instead of retyping them each time. To view your Source Box, click your name in the upper right corner, and from the drop-down menu, click **Source Box**.

**How to attach a source from the Source Box** to a person’s page:
1. While signed in to [FamilySearch](https://familysearch.org), click [Family Tree].
2. Navigate to the Person Details page for your ancestor.
3. Click the **Sources** tab.
4. Click the **Add Source** button and then **Attach from Source Box**.
5. To the right of the source, click **Attach**. (If the source is attached to a person, it shows a paper clip icon instead of the word "Attach.")
6. Explain your reason for attaching it.
7. Click **Attach**.

**Tagging Sources**
In Family Tree, you can **tag** a source to show that it supports a specific piece of vital information about a person. For example, you can tag a birth record to show that it provides evidence for a person’s name, sex, and birth.

**Steps to tag a source**
1. While signed in to FamilySearch.org, navigate to the Person page where the source appears.
2. Click the **Sources** tab to view all sources.
3. Click the title of the source.
4. Click **Tag**. A list of available tags appears.
5. Click the check box next to each tag that applies to the source.
6. To remove tags, click the check box next to each tag that you would like to remove.
7. Click **Tag**.

Tags can also be edited from the **Details** tab on a person page. In the **Vitals** section, click **Edit** next to the item you want to tag. Click **Tag** on the upper right to tag or untag sources.

**Search Records**
To find additional records which may pertain to your ancestor, click on the [FamilySearch](https://familysearch.org) logo in the box in the **Search Records** area on the right side of the person screen.

There are four other websites listed under Search Records. These are FamilySearch partners and can be helpful in searching for records about your ancestors. All four require a subscription. (Members of the Church of Jesus Christ of Latter-day Saints have access to free subscriptions of these partners.)

Every person page on the person screen, in the **Search Records** section (such as name, place, and date range) and auto fills the fields, based on the information already in the person’s details. The search criteria on the left side of the screen can
be edited.

The Search results are then displayed.

To determine if this record belongs to your ancestor, click the blue name above the record title; and view the abstract. ALWAYS view the actual image of the document when it is available.

1. Abstract only (“No image available”)
2. Abstract with image (“View the original document”)
3. Abstract with Browse the film to find the image. 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!!!!

On the bottom right of the abstract page a new feature now appears.

**Similar Historical Records**
These are additional records that FamilySearch has found which may apply to your ancestor. Click the blue names to open the record. Click on the small tree icon to see who the record is attached to.

**TIP**: Occasionally the source reference information is hidden under a dropdown arrow. To view the reference information such as the film, page or image number and certificate ID, click on the dropdown arrow below the information circle.
The **tools** menu provides several options for using the source.

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

**To attach a record**, click on **Review and Attach Record**

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. It can be searched, and the image saved as a new source and/or memory. (See more information below to learn how to create a source)

Before you leave Family Tree, go back to your ancestor’s Details page and check that the source has been attached. (You may have to refresh the screen to see new source added.)
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 generate citations and attach external sources to Family Tree. Some of these can be found in the Solutions Gallery located at the bottom of most pages in Family Tree. It is not our purpose to discuss these programs in this class, but to let you know they are available.

In general, a citation should include a path for someone to follow to examine that record to verify information. URL’s, titles and citations may be copied and pasted if they are available for an online record. 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.

If you have a hard copy document, photograph, or book rather than a digital record, the first step is to digitize the record. Obtain a crisp, undistorted, image using a scanner or phone camera. Crop, name and save the digitized image on your computer/device.

Acceptable file criteria on FamilySearch includes:
- 15MB or smaller file size
- The following file formats are now accepted: .jpg, .tif, .bmp, .png, .pdf

1. Go to the individual to whom you are going to attach the source and click on Sources tab. Click Add Source

2. Fill in the fields describing the source:
3. 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. This is helpful if multiple people are noted in the record. You may attach the source to them from your Source Box later.

4. 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.

If you add a memory as a source, either upload the image or select an image from your gallery.

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).

5. BE SURE TO CLICK SAVE
1. Please be sure you comply with the Submission Agreement and Upload Guidelines that appear when memories are added. Also comply with copyright law.

2. Uploaded images will initially show as being screened. Every image must be approved for appropriate content.

3. The image will remain in your gallery but will also be attached as part of a source for the individual.

### Sorting Sources

Sources can be sorted in **chronological order** or **custom order** by clicking the blue **Options** button.

*Show Unfinished Attachments* shows other people mentioned in the record to whom the source has not been attached. They can be attached if desired.

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