

Family Tree

A Quick Start Guide



Family Tree is the part of FamilySearch.org that displays generations of your family and has information about those people. You can see how the generations fit together. You can also see specific information about an ancestor, like name, family members, vital events, photos, and stories.

Use Family Tree

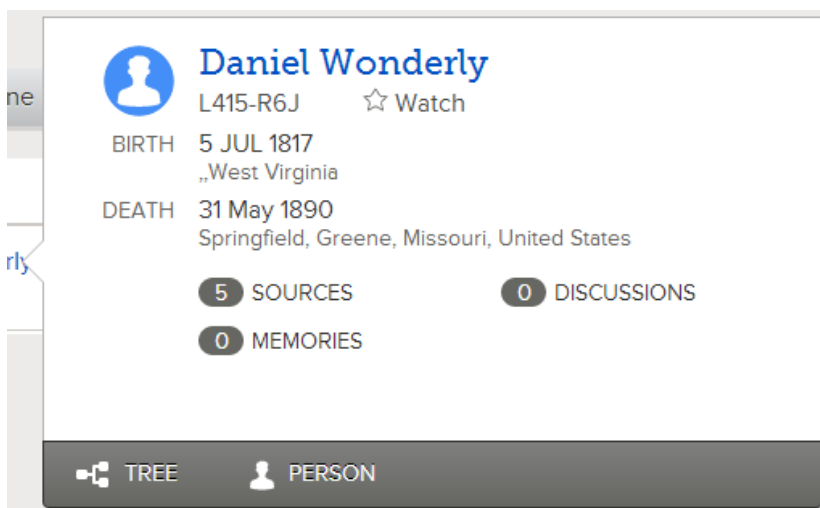
1. To use Family Tree, go to FamilySearch.org.
2. Sign in with your FamilySearch username and password.

Tip: If you don't have a FamilySearch account, in the upper right, click **Join For Free**. Fill out the form. You will be sent an email to verify your email address. In the email, click the link to activate your account.

When you sign in, the system displays a pedigree chart with you in the main position. Your ancestors are on the right. Your descendants are on the left.

Seeing Generations and Information about a Specific Person

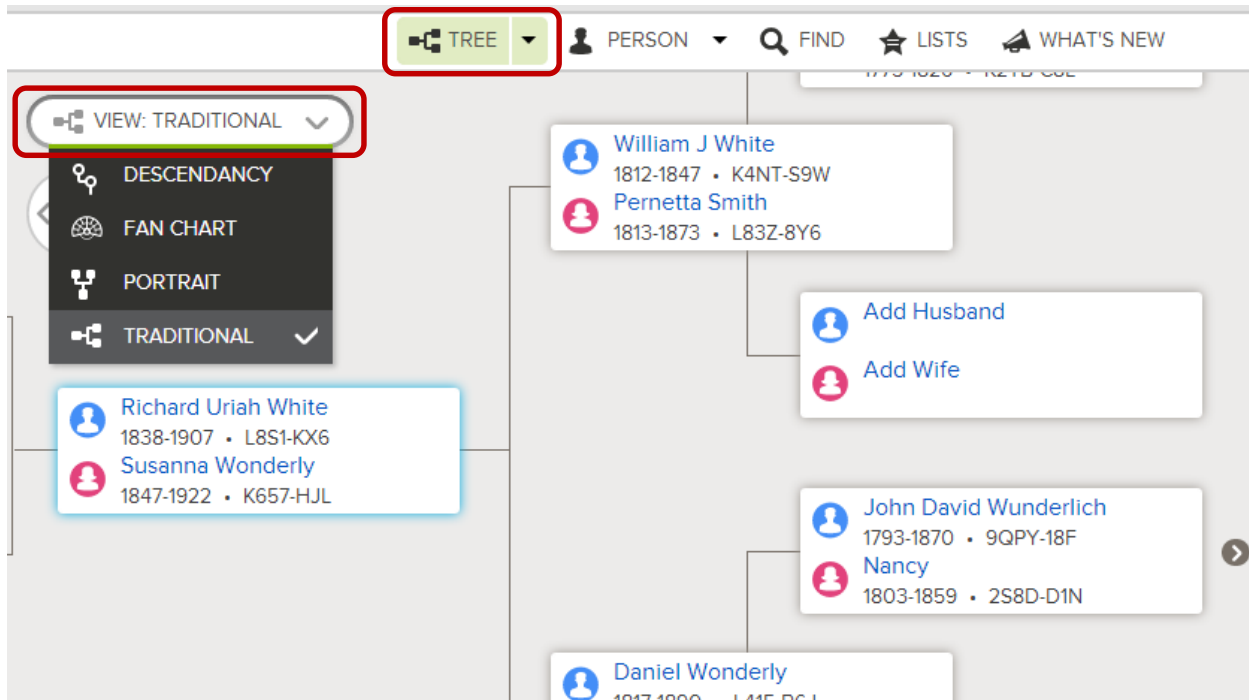
In Family Tree, when you click a person's name, a summary card is displayed. Use the summary card to see different information about the ancestor. This is especially handy when you want to move from seeing generations to seeing information about a specific person.



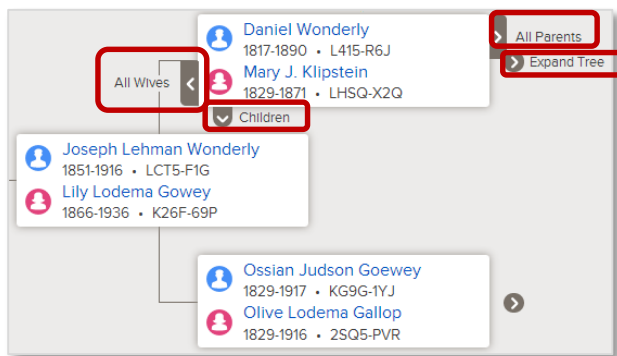
- To see generations of the person's family, click **Tree**.
- To see information about the person, click **Person**. This takes you to the person's Details page.
- To see the sources (records that provide information) that have been attached to the person, click **Sources**.
- To see the photos, stories, and documents that have been attached to the person, click **Memories**.

Seeing Generations

When you select Tree, you can see different views that show the relationships between multiple generations of ancestors.



Click the **View** button in the upper-left, and select one of the following views. (If you are on a person's Details page, click the person's name, click **Tree**, and then click **View**.)



Traditional: This is a horizontal pedigree with a husband and wife listed together with lines that connect them to their parents and their ancestors.

When you first go to Family Tree, your name is in the main (center) position. Your ancestors are on the right. Your descendants are on the left. To move an ancestor to the main position, click the person's name, and then click **Tree**. To expand the tree by two generations, click an **arrow** on the right. To view the couple's children, other spouses, or other parents, hover your cursor over the couple's names. Click the arrows that appear.

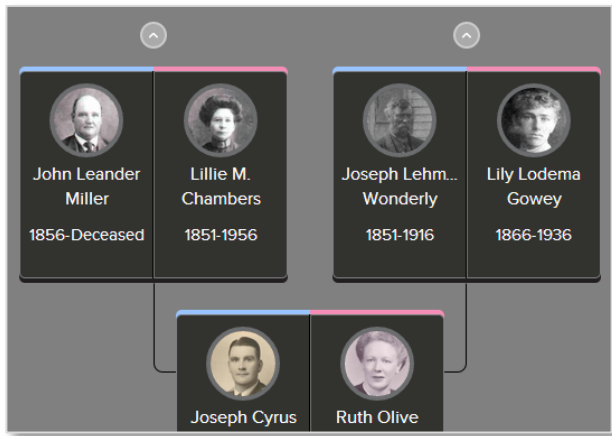
This view is good for adding new people to Family Tree.

Family Tree



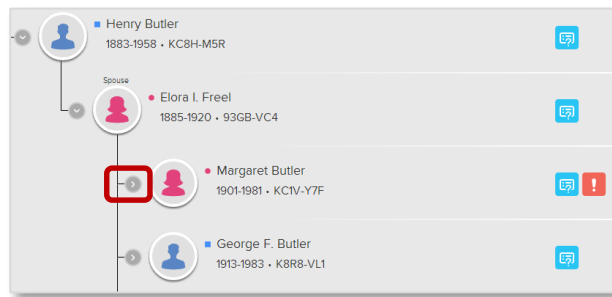
Fan Chart: This is a colorful way to view your ancestors. Children are below; ancestors fan out above. To move a different person into the center, hover near the name, and click the **fan chart icon** that appears.



This view makes it easy to see where you could add more generations to a family line.



Portrait: This is a vertical pedigree with the pictures of your ancestors that users have added to Family Tree. Click an **arrow** pointing up to expand the tree two generations. To put a person in the main position, click the person's name, and then click **Tree**.

This view helps you connect to your ancestors and makes them real.



Descendancy: This is a vertical list of a person's descendants. To see a person's descendants, put the person in the main position. Then to see the spouse and children, click the **arrow** pointing to the right. If the system identifies possible research or data problems, you will see research suggestions  or data problems  icons. Click the icon for an explanation.

This view makes it easy to see people in your ancestors' families who need information corrected or added.

Seeing Information about a Specific Person

The Details and Memories pages show information about a specific person. On the summary card, when you click **Person**, the system takes you to the person's Details page.

The screenshot shows the details page for Daniel Wonderly. At the top, there is a profile picture and the name "Daniel Wonderly" with his dates of birth and death (5 July 1817 – 31 May 1890) and a unique ID (L415-R6J). Below this are buttons for "View Tree" and "Watch". There are tabs for "Details" and "Memories". A navigation bar includes "Vitals", "Other", "Family", "Sources" (with a count of 5), and "Discussions" (with a count of 0). The main content area has sections for "Life Sketch", "Vital Information", and "Other Information", each with an "Open" button. The "Family Members" section is expanded, showing "Spouses and Children" and "Parents and Siblings". Under "Spouses and Children", Daniel is shown married to Nancy Loughradge on 12 Oct 1844 in Allegheny, Maryland. Under "Parents and Siblings", Daniel is shown as a child of John David Wunderlich and Nancy. There are also buttons for "EDIT COUPLE" and "EDIT PARENT".

On the Details page, you can:

- See information about the person, including important events and family information.
- Print forms: pedigree charts, fan charts, and family group records.
- Add people and information to the ancestor's family.
- Find possible records about the person.
- Add sources to the person.

If you click Memories near the top of the screen, you see the Memories page with all the photos, stories, and documents that users have added for the person.

Add a Person

You can add people to Family Tree. If your tree is empty or if you cannot see your spouse's ancestors, you probably need to add living parents or grandparents. Then you can search for deceased ancestors and connect them into your tree.

- ▶ To add parents, go to the Traditional pedigree. Click **Add husband** or **Add wife**.
- ▶ To add a child, go to the parent's Details page (click the parent's name, and click **Person**). In the Family Members section, click **Add child**.

When you click **Add**, the Add or Find Person screen is displayed.

The screenshot shows the "Add or Find Person" screen. It has a title "Add or Find Person" and three buttons: "Add Person", "Find Person", and "Find by ID Number".

- ▶ If the person is living, do the following:
 1. Click the **Add Person** tab.
 2. Enter what you know about the person.
 3. Click **Living**.

Important: If you do not know that a person is deceased and the person was born in the last 110 years, click **Living**. After 110 years, you can assume they are deceased.

4. Click **Continue**. The person is added to Family Tree.

Important: On Family Tree, only you will see the living people you add. This helps protect the privacy of the living people.

- ▶ If the person is deceased, do the following:
 1. Click the **Find Person** tab to see if the person is already in Family Tree.
 2. Add the person's information, and search for the person.
 3. If you see the correct person in the search results, select the person. If the person is not in the search results, click **Not a Match**, and add the person to Family Tree.
- ▶ To display your spouse's ancestors in your tree, first add your spouse and any of your spouse's parents or grandparents who are living. After you have added the living people, add the deceased people. When you add a deceased person, the system will now display that person's ancestors.

Tips for Adding a Person:

- ▶ For dates, you can use "About," "Before," or "After" with a year.
- ▶ If you need to enter names in Spanish, Portuguese, Cyrillic, or an Asian language, click **Template**, and select the language.

Add or Edit Information

Any user can add or edit information. Where possible, attach sources to verify the information. When you add or edit information, you can explain why it is correct.

1. To edit a person's information, go to the person's Details page (click the name, and then click **Person**).
2. On the person's Details page, click the information, such as the name or date, and then on the right, click **Edit**. To add information, click the **Add** link.
3. To edit marriage information, in the Family Members section, click **Edit Couple**. You can add or edit marriage or divorce information for the couple.
4. To edit the relationship between parents and a child, hover the cursor over a child's name, and click **Edit Parents**. Relationships can be adopted, biological, foster, guardianship, or step.

View Possible Duplicates and Merge Records


In Family Tree, sometimes a person has more than one record. These are called possible duplicates. You can merge the records into one record and keep the best information.


1. To check for possible duplicates, go to the person's Details page (click the name, and then click **Person**).

2. On the right, click **Possible Duplicates**. You see information from the record you started from and from the Possible Duplicates.
3. Select **Review Merge** (if you think it may be a duplicate record), or **Not a Match** (if the records are not about the same person).
4. When you select **Review Merge**, the record you started from is on the left and the possible duplicate is on the right.

Merge Persons

[Switch Positions](#)

**John Butler**
KCNN-54W
1783 – 1851

**John Butler**
9VQP-G7W
from 1780 to 1790 – from 1840 to 1850

[Life Sketch](#) | [Vitals](#) | [Other](#) | [Family](#) | [Sources](#)

John Butler and information remaining in this column are deleted at the end of the merge process.

Life Sketch

Vital Information

[Open Details](#)

Name Birth Name John Butler	Name Birth Name John Butler	✓ Replace ⊗ Reject
Gender Male	Gender Male	✓ Replace ⊗ Reject
Birth Abt 1783	Birth Between 1780 and 1790	✓ Replace ⊗ Reject

Important: When you are through, only the information on the left is kept.

5. Compare each piece of information, and decide which information you want to keep. If the information on the right side is more complete or accurate, click **Replace** or **Add** to move it to the left side. If the information on the right side is the same as or not as good as the information on the left side, click **Reject**.
6. When you are done, scroll to the bottom, and click the button to finish the merge.