

Step 1: Identify a Direct Line Ancestor

Choose a Direct Line Ancestor born around 1750 and put him/her in Descendancy view. Expand arrows in front of names looking for those born 1830-1880.

Step 2: Look for "Record Hints"

Identify person without a spouse or couple without children with a Record Hint. Record Hint icon may provide the missing information needed to add family members.

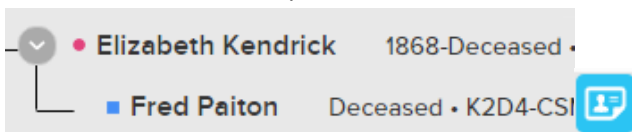
Missing Children or a Spouse

"Opportunities" in the following descendancy view are **Elizabeth**, **George** and **Susannah** because there are no "arrows" to expand; ie FS does not have a spouse for these persons. In reality they maybe did get married. **Sarah** and her husband **James** are "opportunities" because they do not have children in FS, but in reality may have had children.



Look for these type Opportunities that also have a Record Hint (blue icon) because the Record hint might reveal the name of the missing spouse and/or children, then you have found new people to add to FS.

EXAMPLE: In the example below, Elizabeth Kendrick



and her spouse Fred Paiton are "opportunities" because they have no children in FS and they have a "Record Hint" icon next to their name.

Click on the blue icon record hint and you will see that one of the records is the 1901 census. This would be of interest because it might reveal the names of children.

Record Hints
Fred Paiton

- Fred Paiton
England Marriages, 1538-1973
- Fred Paiton
England and Wales Census, 1901

[Show Details](#)

Click on "Fred Paiton" to see it reveals they did have a daughter! This is a new name you can add to FS!

HOUSEHOLD	ROLE	GENDER	AGE	BIRTHPLACE
Fred Paiton	Head	M	37	Castleton, Lancashire
Elizabeth Paiton	Wife	F	35	Chatteris, Cambridgeshire
Edna Paiton	Daughter	F	5	Milnrow, Lancashire

Step 3: Add people and Records to FS

Click on [Review and Attach](#) and FS will open a window with the record on the left & FS on the right.

England and Wales Census, 1901
Fred Paiton
View: Record | Image

Family Tree
Not your family? Find your family.

Edna Paiton (Daughter)
1896 -

Add

Click on "Add" to add Edna Paiton as a new person to FS. Follow instructions. Don't forget to click the [Attach](#) button and [Return to Family Tree](#) buttons.

Attach

Return to Family Tree

This step adds Edna as a new person and attaches the census record to her person page as a source.

Step 4: "Qualify the name" (Check for Duplicates; Attach other records; Standardize dates & Places)

Go to the "Person Page". See the ["Tools" box](#) on the right hand side; click ["Possible Duplicates"](#) and

Tools

- Possible Duplicates

resolve them.

"Attach other records" Look under ["Research Helps"](#) on the right side of the Person Page for other record hints and attach the record as explained above.

"Standardize Dates & Places" In the person page, click on [& edit](#) any dates or places that are not "standard".

Birth
07 MAR 1720 [Edit](#) | [Delete](#) | [Close](#)

The date above should read "7 March 1720". Correct the "Non-Standard" place below by typing in the standard place as shown by FS—then click the Standard.

Place of Death

downham cambridgeshire

Standard: **Downham, Cambridgeshire, England, United Kingdom**