

**LESSON 1 - FAMILYSEARCH FAMILY TREE – SKILL SHEET
(CHECK OFF EACH SKILL AS YOU COMPLETE)**

FOUR TOPICS:

1. ADD/EDIT INFORMATION (CLEAN UP)
2. DUPLICATES/MERGES
3. FINDING RECORDS
4. MEMORIES (PHOTOS, STORIES, DOCUMENTS, AUDIO)

ADD/EDIT: Once you are in your Family Tree, choose an ancestor to work with. You can continue validating this ancestor in following classes. Click on that person's page, to the '**Details**' tab under their name, and then '**Vital Information**'. Check for correct name, standardized birth year, place, etc. Click '**Edit**', make changes, and reason for change and save. No date abbreviations. Insert 'United States' as part of the place (if applicable). All of this is part the 'clean up' work.

IMPORTANT: DO NOT DELETE A PERSON, but relationships may need to be corrected. Ask for help when editing relationships.

ALWAYS CHECK 'POSSIBLE DUPLICATES' (right side of screen): if there are duplicates, navigate the steps, checking carefully the information. Check if the temple ordinance work is completed on those being merged. ALWAYS check for duplicates prior to adding to your temple ordinance list.

FINDING RECORDS:

Check '**RECORD HINTS**' (top right side) Follow steps to attach that information to your ancestor if applicable.

Check '**SEARCH RECORD**' to find other records (census, birth, marriage, death records, etc). Follows steps to attach document to your ancestor and other family members that may be listed. Check the information carefully. Be careful, as some people listed on a census may not be related. They could be a 'servant', or 'lodger' and not a member of the family. **Remember: Always look at the ORIGINAL RECORD** if available. You may find additional family members, clues or mistakes.

Check the '**DESCENDANCY VIEW**', and choose your descendant by navigating until finding the desired one or by using descendant's ID number. If ordinance work is found in the '**DESCENDANCY VIEW**', remember to check again for duplicates. Good place to look for work that needs to be done.

MEMORIES: PHOTOS, DOCUMENTS, STORIES AND NOW AUDIO are added in the Memories section (top of your ancestor's 'Person' page). For stories, simply click on the green X, start typing or copy and paste the information, then click save. For photos, click on 'Add', drag and drop or click to add the information from the computer. Use the same procedure with documents and audio. Be sure to 'tag' your photos, stories, and documents.

Check this link for instructions on all FamilySearch Family Tree questions!

<https://familysearch.org/learningcenter/lesson/family-tree-training-lessons-and-videos/818>

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