

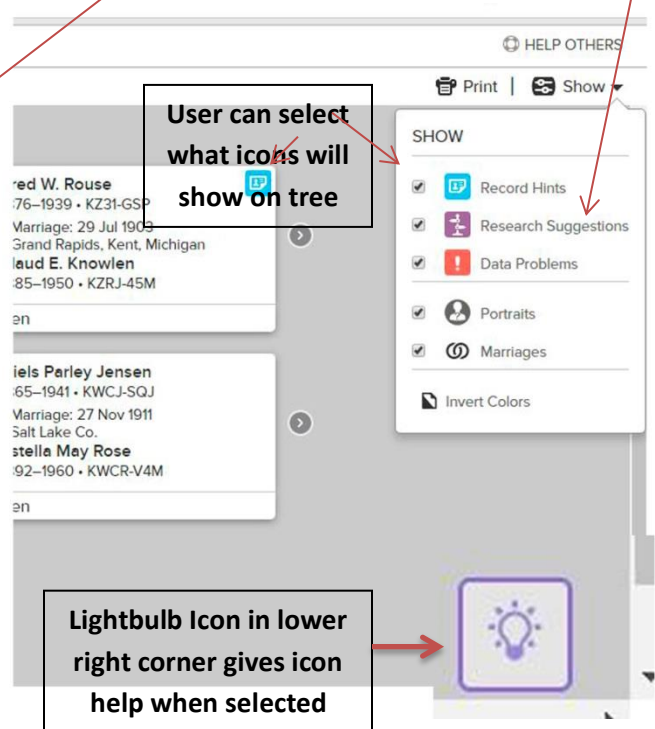
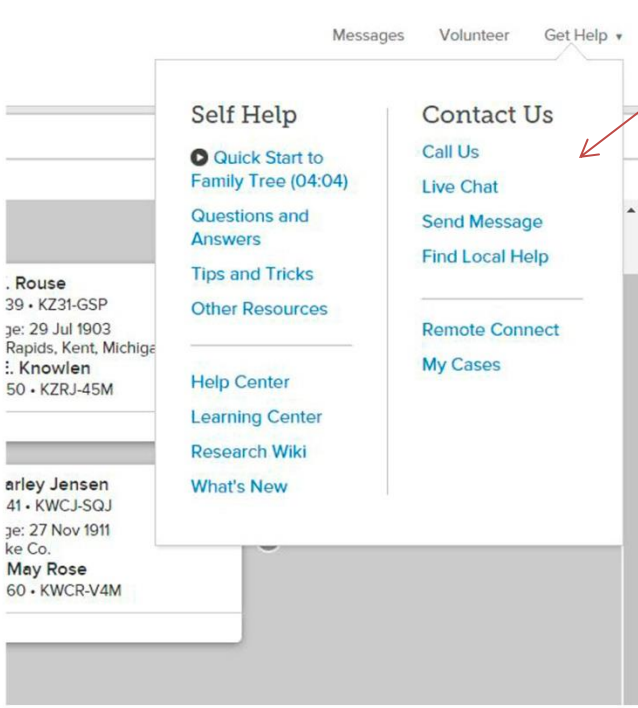
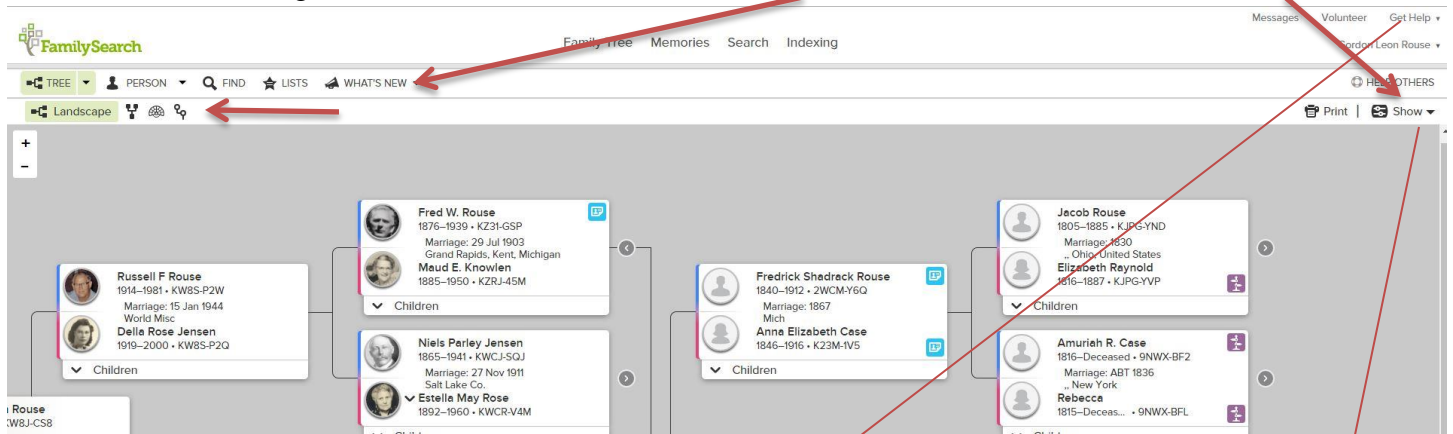
# Familysearch.org

## NAVIGATING THE FAMILY TREE

### Gordon Rouse 2016

Over the last couple of years there have been many changes to family search.org. It seems that every time you start to work on the site there's a new icon, help note, or new drop-down menus. There are various parts to the familysearch.org website but we will be dealing with the family tree portion and how to navigate through it to make the experience of using it a lot easier.

For this class it is advisable (but not a requirement) that you sign up with a free account on family search and get your family tree started. The first part we will go over is the main family tree page. On this page we will explain what the different icons and menus are, what they'll do for you, and how to access them. The main menus and icons on this page deal with the various ways to display your family tree, the help section which includes a nice learning section with videos and articles, the "what's new" section, and the icon index.



Next we will access the detail page of an individual and go through the features on it. Here we will show how to insert information that was found, change information that was not entered correctly, attach sources, among other features.

**Ida Bell Welling**  
29 October 1856 – 31 December 1932 • K8CS-RKJ

View Tree | Watch | View My Relationship

Details | Memories 1

Vitals | Other | Family | Sources 0 | Discussions 0 | Notes 0

**Life Sketch**  
+ Add

**Vital Information**  
Open Details

Name  
Ida Bell Welling

Sex  
Female

Birth  
29 Oct 1856  
Near Tom Hancock, New York

Christening  
+ Add

Death  
31 Dec 1932  
Los Angeles, La, CA

Burial  
3 Jan 1933  
Inglewood Cem., Los Angeles, California

**Other Information**  
Open Details | + Add

**Family Members**  
SPOUSES AND CHILDREN

Hide All | + Add Spouse

**John Knowlen**  
1845–1939 • K4JN-BX6  
Marriage: 21 Nov 1877  
Grand Rapids, Kent, MI

**Ida Bell Welling**  
1856–1932 • K8CS-RKJ

Children (1)  
**Maud E. Knowlen**  
1885–1950 • KZRJ-45M

+ Add Child  
+ Add Child with an Unknown Father

**PARENTS AND SIBLINGS**

Hide All | + Add Parent

**Henry W Welling**  
1833–1909 • LCD2-WJL

**Martha Jane Talloway**  
1833–1890 • KZ7Z-VSK

Children (2)  
**Ida Bell Welling**  
1856–1932 • K8CS-RKJ

**Daniel H. Welling**  
1858–1870 • LCD2-3LD

+ Add Sibling

**Sources**  
+ Add Source | Attach from Source Box

**Discussions**  
+ Add a New Discussion

**Notes**  
Open Details | + Add a New Note

**Research Help**  
Research Suggestions  
No Sources Attached  
Possible Missing Child  
Show Details

**Search Records**  
FamilySearch  
ancestry  
findmypast  
MyHeritage

**Print**  
Pedigree  
Portrait Pedigree  
Fan Chart  
Family  
Family with Sources

**Latest Changes**  
Photo Attached  
18 June 2014  
by RouseGordon  
Parent-Child Relationship Deleted  
10 May 2013  
by RouseGordon  
Burial Added  
27 May 2012  
by FamilySearch Data Migration  
Show all

**Tools**  
Possible Duplicates  
Report Abuse  
Delete Person Unavailable

A brief life sketch can be added.

Place not in standard format. Needs to be fixed

Other info can be added here such as an alias name, or nickname

Check for possible duplicates

One problem people need help with is how to make a fix when a person is entered in the wrong place. This is not that hard to fix. The most important thing to be remembered for this is **DO NOT DELETE ANYBODY**. We separate them from that relationship and then insert them in the right place.

Probably one of the most important functions to understand is the “search for duplicates” and to merge two records together. Sometimes when you scan your family tree there might be (for example) a duplicate marriage listed. The two people might have the same name but different record numbers (every name on familysearch.org is assigned a record number. This helps greatly when merging or changing people around). When comparing two names that you are deciding whether to merge, it is very important to make sure that they are the same person. Just because the name is the same does not mean it’s the same person. If there is enough information that matches between the two and it is a sure match then they can be merged to make one record. If there is any doubt at all or there is not enough information, the two should not be merged. It will not hurt to have a duplicate listed rather than merging two different people. If there is anything that is learned in this class the most important thing would be: If there is not enough information to merge the two names **DO NOT MERGE THEM**.

The features covered here are just some of the main ones. There are many other features of the family tree. In the class we will try to discuss as many features as time will allow.

It is recommended that in addition to having your family tree on this website or other websites such as ancestry.com you should have a standalone genealogy program on your computer to keep your data. Many people ask “why do I need that? It’s all online”. The answer is that other people can change the information in family tree on the website, or there could be a rare computer glitch which could lose various bits of information. For this reason it is a good idea to have a standalone program with all your family history information, copies of your documents, photos, and sources on your home computer.

Like a living tree the family tree section on the website is continually growing. Hopefully we can all do our part of entering the right information so our family trees can continue to grow strong and right.