



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



The screenshot shows the profile page for Jesse Ott Deetz (23 June 1866 - 10 August 1937). The 'Research Help' section is expanded, showing a 'Show All' button with a count of 8. Three record hints are listed, each with a blue icon: 'Jesse Ott Deetz Find A Grave Index', 'Jesse O Deetz United States Census, 1910', and 'Jesse Deetz United States Census, 1900'. Below this is a 'Possible Missing Child' link. The 'Search Records' section is also visible, listing FamilySearch, ancestry, findmypast, MyHeritage, and Geneanet. A red arrow points from the 'Vitals' section to the 'Research Help' section.

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).

Record Hints

Jesse Ott Deetz
 Jesse Deetz
 United States Census, 1900

Name: Jesse Deetz
 Event Type: Census
 Event Date: 1900 • Edit
 Event Year: 1900
 Event Place: Philadelphia city Ward 38, Philadelphia, Pennsylvania, United States • Edit

Event Place (Original): ED 967 Philadelphia city Ward 38, Philadelphia, Pennsylvania, United States

Gender: Male
 Age: 34
 Marital Status: Married
 Race: White
 Race (Original): W
 Birth Date: Jun 1866
 Birthplace: Pennsylvania
 Father's Birthplace: Pennsylvania
 Mother's Birthplace: Pennsylvania
 Relationship to Head of Household: Son-in-law
 Relationship to Head of Household (Original): Son In Law
 Sheet Letter: A
 Sheet Number: 4
 Digital Folder Number: 004115220
 Record Number: 14364

Record Number:	14364			
Household	Role	Sex	Age	Birthplace
George Howarth	Head	Male	60	England
Sarah Howarth	Wife	Female	57	Germany
Lotta D Deetz	Daughter	Female	31	Pennsylvania
Jesse Deetz	Son-in-law	Male	34	Pennsylvania
Georgeanna Howarth	Daughter	Female	18	Pennsylvania
Marion H Deetz	Granddaughter	Female	3	Pennsylvania
Nannie Thomas	Servant	Female	25	Virginia

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

Attach Historical Records to Family Tree

United States Census, 1900
 Jesse Deetz
 View: Record | Image

Family Tree
 Not your family? Find your family.

Parents on Record (0) Open

Person of Record and Spouse Change ▾

Jesse Deetz (Son-in-law)
1866 -

Name
Jesse Deetz

Sex
Male

Birth
Jun 1866
Pennsylvania

Residence
1900
Philadelphia city Ward 38, Philadelphia, Pennsylvania, United States

Tag Events

Name Sex

Birth

Add Source to Source Box

Parents from Family Tree (2) Open

Selected Person and Spouse Change ▾

Jesse Ott Deetz (Head)
1866-1937 • LB2X-PK3

Name
Jesse Ott Deetz

Sex
Male

Birth
23 June 1866
Philadelphia, Philadelphia, Pennsylvania, United States

Residence
1920
Philadelphia Ward 42, Philadelphia, Pennsylvania, United States

Reason to Attach Source

Children on Record (0) Open

Siblings on Record (0) Open

Other on Record (5) Close

George Howarth (Head)
1840 -

Sarah Howarth (Wife)
1843 -

Georgeanna Howarth (Daughter)
1882 -

Marion H Deetz (Granddaughter)
1897 -

Children from Family Tree (1) Open

Siblings from Family Tree (1) Open

Other from Family Tree (0) Close

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](#), 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**.

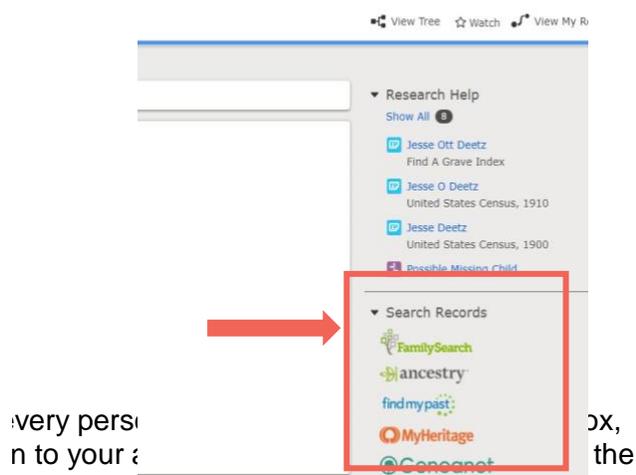
Tags can also be edited from the **Details** tab on a person page. In the **Vitals** section, click **Edit** next to the item you want to tag. Click **Tag** on the upper right to tag or untag sources.

Search Records

To find additional records which may pertain to your ancestor, click on the **FamilySearch** 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.)

Search criteria (such as name, place, & 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.

(Closeup of name field.)

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.

record. You will see either:

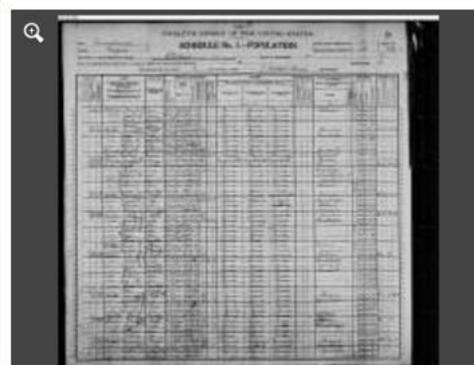
1. Abstract only (“No image available”)
2. Abstract with image (“View the original document”)
3. Abstract with Browse the film to find the image. GS Film # reference (which means there is an image on film in Family History Library).

You will want to examine and attach the original image whenever possible!!!!

G Edgar Gilpin
United States Census, 1900

Name	G Edgar Gilpin
Event Type	Census
Event Year	1900
Event Place	Lehigh & Sterling Townships, Wayne, Pennsylvania, United States
Gender	Male
Age	3
Marital Status	Single
Race	White
Race (Original)	W
Relationship to Head of Household	Son
Relationship to Head of Household (Original)	Son
Birth Date	Jun 1897
Birthplace	Pennsylvania
Father's Birthplace	Pennsylvania
Mother's Birthplace	Pennsylvania

Household	Role	Sex	Age	Birthplace
William J Gilpin	Head	M	46	Pennsylvania
Jennie S Gilpin	Wife	F	43	Pennsylvania
Ernest G Gilpin	Son	M	8	Pennsylvania
Albert R Gilpin	Son	M	7	Pennsylvania
G Edgar Gilpin	Son	M	3	Pennsylvania
Aleda M Gilpin	Daughter	F	1	Pennsylvania
Claud G Bortree	Stepson	M	19	Pennsylvania
Beatrice O Bortree	Stepdaughter	F	16	Pennsylvania



View the original document. The original may contain more information than was indexed.

United States Census, 1900

District	119
Sheet Number and Letter	8B
Household ID	149
Line Number	76
Affiliate Name	The U.S. National Archives and Records Administration (NARA)
Affiliate Publication Number	T623
GS Film Number	1241495
Digital Folder Number	004115242
Image Number	00405

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.

View the original document. The original may contain more information than was indexed.

Record Collection:
United States Census, 1910

Document Information:

Similar Historical Records

- [G Edgar Gilpin](#)
United States Census, 1900
- [Edgar Gilpin](#)
Pennsylvania Births and Christenings, 1709-1950
- [Edgar Gilpin](#)
BillionGraves Index
- [Edgar Gilpin](#)
Find A Grave Index

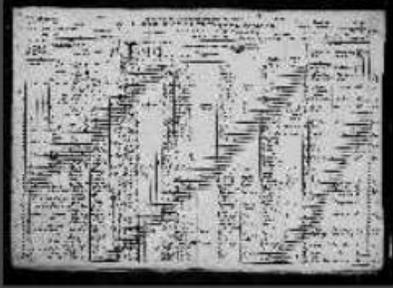
Jesse O Deetz
United States Census, 1920

Attached to:  Jesse Ott Deetz
1866-1937 • LB2X-PK3

Name:	Jesse O Deetz • Edit
Event Type:	Census
Event Date:	1920 • Edit
Event Place:	Philadelphia Ward 4 Pennsylvania, United States • Edit
Event Place (Original):	Philadelphia Ward 4 Pennsylvania, United States
Gender:	Male
Age:	53
Marital Status:	Married
Race:	White
Race (Original):	White
Can Read:	Yes
Can Write:	Yes
Own or Rent:	Own
Birth Year (Estimated):	1867

Tools

-  Review Attachments
-  Add to Source Box
-  Copy to Clipboard
-  Print
-  Email



[View the original document.](#) The original may contain sensitive information.

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:

Sources

Event Date ? Source Title (Required) ?

Enter a date. Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

Web Page (Link to the Record) ?

WEB PAGE URL ADD A MEMORY

Example: http://www.uk1841census.com/census_online.htm

Where the Record Is Found (Citation) ?

Example: UK Census, 1841, Arbroath, Perth, Scotland. Population schedule. Dwelling address. Federal archive. Digital Image

Describe the Record (Notes) ?

Example: Hugh S. Smith Family Page 7, Lines 23-27. Arbroath, Scotland. UK Census 1841 Father: Robert Smith. Mother: Helen Strachen. Children: Hugh Sidley

Reason to Attach Source ?

Explain why you are attaching this source.

Select the Information or Events in this Source

Name Birth Death
 Sex Christening Burial

Add Source to My Source Box

Save Cancel

Date (add the year to sort sources chronologically).

Title (Enter a title you will recognize later, for example: "Utah Death Certificates, 1904-1956," Helen M. Richards (1909)

Where the source is found. This source citation is useful if the web page disappears. Include the date the website was accessed.

Description of the source, and reason to attach this source, etc.

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** ←

Select the Information or Events in this Source

Name Birth Death
 Sex Christening Burial

Add Source to My Source Box

Save Cancel

▼ Sources

Source Title (Required)

Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

Web Page (Link to the Record)

WEB PAGE URL ADD A MEMORY

Example: http://www.uk1841census.com/census_online.htm

▼ Sources

Source Title (Required)

Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

Web Page (Link to the Record)

WEB PAGE URL ADD A MEMORY

Upload Memory Select from Gallery

? FamilySearch is a family-oriented site and is intended to be appropriate for all ages. All added memories are public. Review the FamilySearch Submission Agreement and Upload Guidelines and Policies.

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

The screenshot shows the profile page for Earl Vaughan Cross (28 September 1889 – 19 September 1958 • K4KN-Q3N). The 'Sources' tab is active, displaying a list of sources. A red arrow points to the 'Options' button in the top right of the sources list. A dropdown menu is open, showing the following options:

- Sort:
 - Chronological Order
 - Custom Order
"Supports Drag and Drop"
- Show:
 - Unfinished Attachments

The sources list includes:

Date	Title	View Source
1900	Earl V Cross, "United States Census, 1900"	View Source
1910	Earl V Cross, "United States Census, 1910"	View Source
1917	Earl Vaughn Cross, "United States World War I Draft Registration Cards, 1917-1918"	View Source
1920	Earl V Cross in household of Louis Geisler, "United States Census, 1920"	View Source

A notification at the bottom states: "This source has not been attached to all people found in the record." with links for "Unfinished Attachments" and "Dismiss".

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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