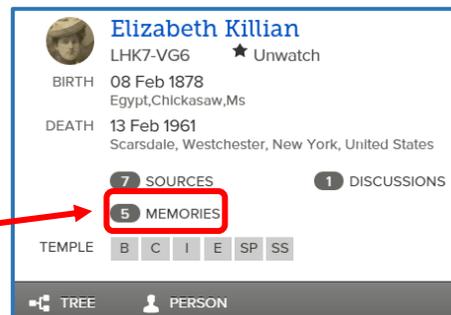


PUTTING PHOTOS/DOCUMENTS as MEMORIES in FAMILYSEARCH FAMILY TREE

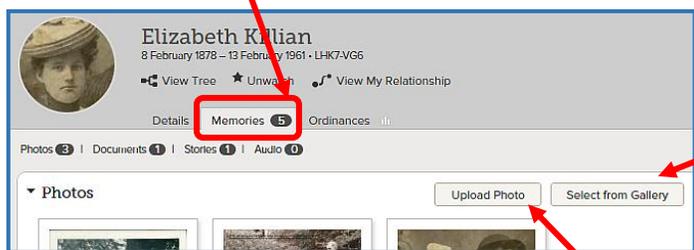
This GUIDE contains carefully worded STEPS *with associated FT images* to show HOW TO UPLOAD/ADD PHOTOS AND DOCUMENTS IN FAMILY TREE (FT). Adding photos and documents begins with creating a digital image with a camera or scanner. *The first time you upload either a photo or document in FT, you will need to read and accept the contract terms.*

STEPS to Upload/Add and Tag Photos or Documents:

1. Go to **FamilySearch.org**, preferably using Chrome. Sign-in to Family Search (FS). In Family Tree, find the Individual Person who is in the **“PHOTO”** or **“DOCUMENT”** that YOU HAVE WITH YOU (scanned image should be .bmp, .jpg, .png, .tif or .pdf format <15 MB). The steps are the same for both photos and documents.



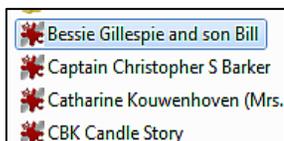
2. In the Summary Card or on your ancestor's page in Family Tree (FT), click on **“MEMORIES”** until the **Memories tab** opens. In the Photo section you will see two bars: **“Upload Photo”** and **“Select from Gallery”**. Adding the photo through this page automatically places the picture on his/her FT page and puts this ancestor's name directly in the tagging box without requiring additional steps.

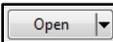


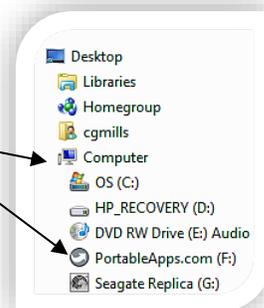
3. Here you can upload Photos, Documents, etc. If a photo is already in the Gallery, click **“Select from Gallery”**, then find and hover over the picture. Click on the circle  in the upper right corner. It will turn  blue when selected. Next click **Attach Photos**.

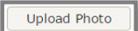
Skip Step 4 and go to **Step 5**.

4. If the photo is NOT in the Gallery, click **“Upload Photo”** and select the place where the photo is located ... on your computer or flash drive. Highlight the desired photo on the list of files or on the page of file icons.



Once one of these is **highlighted**, click .



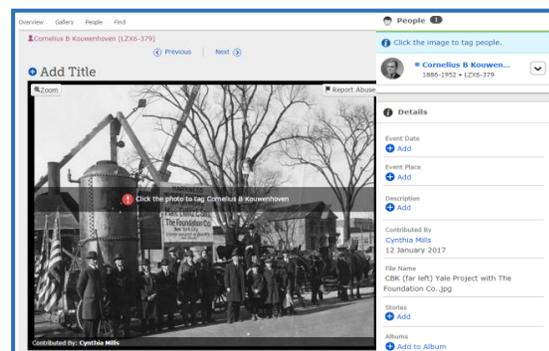
5. To begin this uploading process, click . An **“Unscreened”** box will appear - followed by a **“Screening”** box. All uploaded photos and documents are examined for appropriateness before they are placed in FT permanently. Clicking on the  red dot may speed up the loading process.



6. Click on the photo to open the **Family Search (FS) Viewer Window**. *In this window you can:*

- 1- **Add/Edit a Title**
- 2- **Create/Edit/Remove a Tag**
- 3- **Enter a Date, Place, and Description of photo**
- 4- **Enlarge the Image (Zoom)**
- 5- **Tag more than one individual in the Photo or Document**

Titles and Tags for photos and documents differ in both title content and tag shape. In the Title box you identify the Person's Complete Name and Details of the PHOTO. For a DOCUMENT, you identify the Who, What, When and Where found in the record. The Tag shape for a photo is round; for a document it is rectangular.

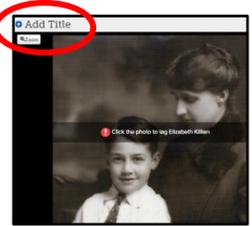


FS Viewer Window

7. To add or edit a title, click on **Add Title** above the image and enter in the desired information.

If a title already exists that you want to change, click on **Edit Title**, and make the changes.

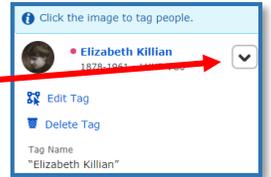
Remember – you must click **Save** to keep the new or revised title.



8. To **Tag** your ancestor click on the person's face whose name appears on the tagging band **Click the photo to tag Elizabeth Killian**. Left click in the circle & hold. Drag the cursor to move the circle to the desired position. To resize the circle, pull any of the white corner squares either toward or away from the middle.

The **tagged person's NAME** is **automatically** inserted by FT in the tagging box because you uploaded the picture through their personal page. (See Step 11 if the name of your ancestor does not appear in the tagging box).

9. Remember-- **YOU MUST CLICK** **Save** to keep the work you have done!



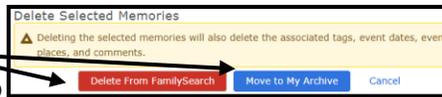
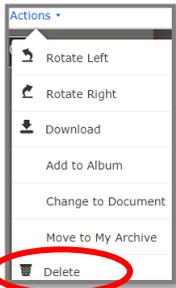
10. Should you want to change or remove a person's tag, click on the to the right of the individual's name. Select **"Edit Tag"** to reposition or resize the circle. Select **"Delete Tag"** to remove the circle and tag.



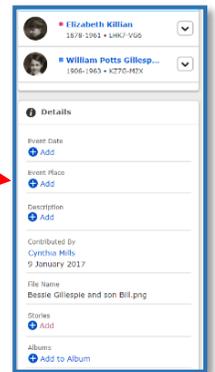
11. If there is no name in the white tagging field, start typing in the name of your ancestor. When the list of possible persons appears, select your ancestor. If his or her name is **not** found on the list, type it in the box and **Add New**. Don't forget to click **Save**.

12. Tagging another person in this photo is done the same way. But this time you will have to type in this person's name in the white rectangle. Then, if you see this person's name in a box that pops up, this person is already in Family Tree. To complete the tag, **click on that name**. Or click on **"Add New"** box at the bottom if that person's name does not appear.

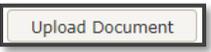
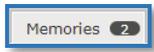
13. There are other features in the **FS Viewer Window**. On the left side you can adjust the photos in various ways under **"Actions"**. Clicking **Delete** let you **delete** or **save** memory.



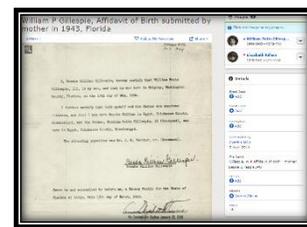
Then on the right side you can send the photo to others under **"Share"**. In the box on the far right you can, among other things, **Add a Date, Place and Description** that apply to the photo.



14. **DOCUMENTS** can be added to your ancestor using the same series of steps— starting with **Step 4**. Only this time when you go to the ancestor's Details page and select the **Memories tab**, you should click on **Upload Document**.



The limitation of this approach is that the document shows up **only** under Memories and may be difficult for others to find.



Document – Birth Affidavit

15. Therefore, I highly recommend the following: **IMPORTANT DOCUMENTS, ESPECIALLY IF THEY ESTABLISH A PERSON'S BIRTH, MARRIAGE OR DEATH FACTS, SHOULD BE ADDED AS SOURCES in a person's DETAILS PAGE!**



It is much better to select the **Details tab** and add the document as a **Source** under **"Sources"**. When added under Sources, it can be seen more easily and be tagged to the facts in the ancestor's FT *Vital Information* section that are found in the document.



The FamilySearch WIKI has a similar Steps with Images Guide entitled **"Putting Documents as Sources in FT"** which can be found by entering that title in the WIKI search field.