



### Review Last Week's Homework

- 1. Go to Createfan.com
  - 1. Print 4 & 9 Generation Fan Charts and Pedigrees.
- 2. Go to iwillprepare.com > Family History
  - 1. Print and read Family History Guide
  - 2. Print Checklist & Research Log.
  - 3. Fill out names on checklist from Pedigree.
- 3. Assemble your Binder





### What is Documentation?

- Documentation or sources are records used to identify your ancestors.
- Documentation of key life events such as Birth, Marriage and Death are considered "Vital Documentation".
- Other records such as census records, family histories, deeds, etc..., are considered secondary records.
- When documentation is attached to your ancestor's record, you can be sure you have identified the correct person.

### Documentation. Why is it important?

- Documents and sources provide positive identification.
- There are many Walter Shermans, but only <u>one</u> born in Hardy County, WV. on March 27, 1881 who later married Bertha Septema Coons on April 8, 1908 at Tombstone Arizona and who died at Pomerene, Arizona on May 2, 1934.
- Good sources will assure accurate merging of records. You will be far less likely to merge the record of one Walter Sherman with another of the same name (but unrelated).

### Documentation. Why is it important?

- The prevention of repeated temple ordinances is a second major goal of family history. By precisely identifying our ancestors we will prevent well-meaning members from doing ordinance work over and over again.
- Good sources and documents form the basis for family history. In finding the historical references of our ancestors lives, we get to know them and are able to understand them and empathize with them. From this understanding we can develop a biographical sketch to pass on to future generations.



### Types of Source Documents

- <u>Vital Records</u>: Records of key life events, namely, Birth, Marriage and Death.
- <u>Primary Records</u>: Recount an event at or close to the time it happened; original records of events and may include: diaries, journals, state or federal census records, courthouse records such as deeds, will probates, birth or death records, baptism or marriage records. Also included as primary sources would be ship's passenger lists and military records.

### Types of Source Documents

- <u>Secondary Records</u>: Published records, including: family histories, indexes or compilations of census or marriage records, any sort of history (county, state, etc.), and collections of cemetery inscriptions, for instance.
- Primary records are, of course, the most reliable sources, but secondary records can provide you with many clues for further research.

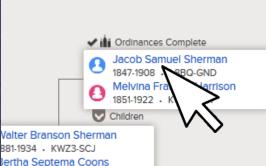


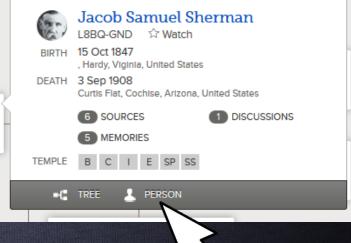
### Vital Sources

 Find vital sources (or next best) and post them to sources on the ancestor's Person Page for each individual.



 From Tree View, click on the person's name whose documents you are looking for.





1808-1881 . I 8BQ-GNN

• Click on "Person" to see the "Person Page".

280 1065 KW/73 CCK



#### • Click on "Search Records".

	Jacob Samuel Sherman 15 October 1847 – 3 September 1908 • L8BQ-GND ■C View Tree ☆ Watch Details Memories ⑤ Ordinances		
Life Sketch	r   Sources 5   Discussions 1 Cid	ose	PRINT
+ Add			Pedigree     Family
Vital Informat	ion Ca	ose	Family with Sources
Name Jacob Samuel S Gender	herman		RESEARCH HELP
Male Birth			Q Search Records



#### • Click on the desired result or refine your search.

RECORDS	ENEALOGIES CATALOG	BOOKS WIKI		
Refine your search		ollections		
First Names Jacob Samuel	Search Results f	rom Historical Records Name: Jacob Samuel Sherman, Event: Birth, Place: Hardy, Virginia	, United States, Event Range: 1845-18	49
Last Names	Number of results to sho	N: 20 50 75		Export Results 1-20
Sherman	Name	Events	Relationships	Preview
Restrict records by:	Try adding more sear	ch terms to improve your search results.		
Location Type Batch Number Film Number	Jacob Samuel Shermar West Voinia Marriag	marriage: 24 October 1872 Hardy Co., West Virginia	spouse: Malvina Frances Delawder	v
Search with a life event: Birthplace	Jacob I Sher Son I United State Census, 1880	<ul> <li>birth: 1845 Virginia, United States</li> <li>residence: 1880 Johnston, Shenandoah, Virginia, United States</li> </ul>	mother: Mary Sherman other: Margaret C Sherman, William C Nathan J Sherman, Wheeler I S J Sherman, Wm R Frinkhouser	Sherman, Newton
Hardy, Virginia, United States Birth Year (Range) 1845 1849	Jacob J Sherman O United States Census, 1870	birth: from 1844 to 1845 Virginia residence: 1870 Virginia, United States	other: Levi Sherman, Mary Sherman, Ma Sherman, William C Sherman, Na Sherman, James M Sherman	
Marriage Residence Death	Jacob A Sherman OUnited States Census, 1850	birth: 1849 Virginia residence: 1850 Augusta county, Augusta, Virginia, United States	other: John Shanon, James B Sherman, Sherman, Martha A Sherman, An	
Any Search with a relationship:	Jacob Sherman Head O United States	birth: October Virginia 1847 residence: 1900 Safford Precinct Pima, Safford, Thatcher towns,	spouse: Melvina F Sherman children: Charles Sherman, William She Sherman, John Sherman, Ida A	



- Here you will see the indexed results.
- To view the actual document, click on "View Document" or "View Partner Site" if available.



#### **Citing this Record**

"West Virginia Marriages, 1780-1970," index, FamilySearch (https://familysearch.org/pai:/MM91.1/FR6Q-D2H : accessed 09 Apr 2014), Jacob Samuel Sherman and Malvina Frances Delawder, Hardy Co., West Virginia; citing v 2 p 9; FHL microfilm 818697.



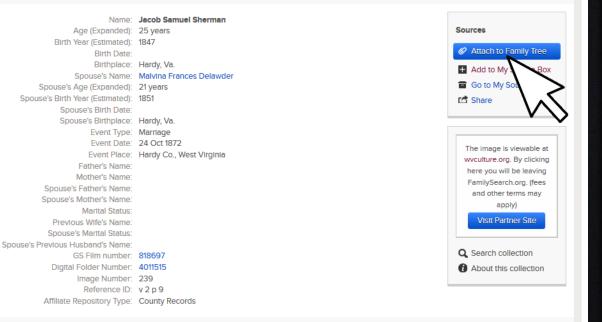
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• Click "Attach to Family Tree" to add this document as a "Source" to your ancestor's record.

Jacob Samuel Sherman, "West Virginia Marriages, 1780-1970"



#### **Citing this Record**

"West Virginia Marriages, 1780-1970," index, FamilySearch (https://familysearch.org/pai:/MM9.11/FR6Q-D2H : accessed 09 Apr 2014), Jacob Samuel Sherman and Malvina Frances Delawder, Hardy Co., West Virginia; citing v 2 p 9; FHL microfilm 818697.



#### Attach Record to This Person?



Jacob Samuel Sherman 1847 - 1908 • L8BQ-GND

#### Birth

15 Oct 1847 , Hardy, Viginia, United States

#### Death

3 Sep 1908 Curtis Flat, Cochise, Arizona, United States

#### Spouse

Melvina Frances Harrison 1851 - 1922 • KWNL-ZNT

#### Parents

Conrad Sherman 1808 - 1881 • L8BQ-GNN

#### Frances Margaret Hall 1809 - 1882 • L8BQ-GNJ

Reason to Attach Source

Explain why you attached this source to this individual

#### Add Source to Source Box



#### Searching for Documents Within FamilySearch.org

 Confirm you are adding the source to the correct ancestor and then click "Attach".

 You can now return to the person page and view your newly added source.

Jacob Samuel Sherman, "West Virginia Marriages, 1780-1970"

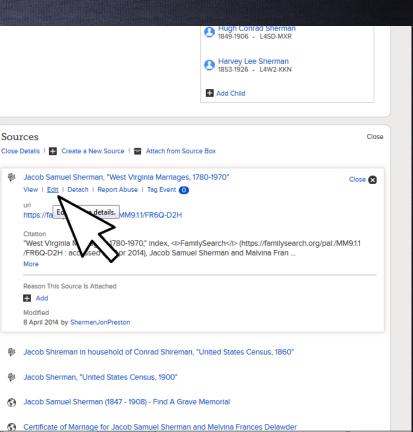
Name: Jacob Samuel Sherman Age (Expanded): 25 years Birth Year (Estimated): 1847 Birth Date: Birthplace: Hardy, Va. Spouse's Name: Malvina Frances Delawder Spouse's Age (Expanded): 21 years Spouse's Birth Year (Estimated): 1851 Spouse's Birth Date: Spouse's Birthplace: Hardy, Va. Event Type: Marriage Event Date: 24 Oct 1872 Event Place: Hardy Co., West Virginia Father's Name: Mother's Name: Spouse's Father's Name: Spouse's Mother's Name: Marital Status: Previous Wife's Name: Spouse's Marital Status: Spouse's Previous Husband's Name: GS Film number: 818697





## Editing Source Title

 Sources are linked to your ancestor using the Indexing project name. Click the Source and then "Edit" to rename it something more appropriate.





### Editing Source Title

#### • In the expanded view, click "Edit" again.

#### Jacob Samuel Sherman, "West Virginia Marriages, 1780-1970"

Close Details | Delete Source

Source Title (Required) Jacob Samuel Sherman, "West Virginia Marriages, 1780-1970"

Modified | Latest Changes 8 April 2014 by ShermanJonPreston

Web Page (Link to the Record) https://familysearch.org/pal:/MM9.1.1/FR6Q-D2H

Where the Record Is Found (Citation)

"West Virginia Marriages, 1780-1970," Index, <I>FamilySearch</I> (https://familysearch.org/pal:/MM91.1/FR6Q-D2H : accessed 09 Apr 2014), Jacob Samuel Sherman and Malvina Frances Delawder, Hardy Co., West Virginia; citing v 2 p 9; FHL microfilm 818697.





## Editing Source Title

Attached To

#### Rename the Title to something more appropriate.

acob Samuel Sherman, "West Virginia Marriages, 1780	-1970"	Latest Changes
se Details I Delete Source	5	
Source Title (Required)		Title Changed     8 April 2014
Marriage Record; 24 Oct. 1872; Jacob Samuel Sherman/Melvina Frances Delawder (Harrison	Enter a source title that you will	by ShermanJonPreston
Reason for My Change	recognize later. Example: 1841 Scottish Census	Source Created
Explain why you changed the source's title.	Hugh S. Smith family	8 April 2014
		by ShermanJonPreston
Nodified   Latest Changes 8 April 2014 by unknown		Show all
Save Cancel		

- Here is one possible naming convention:
  - Record Type; Date; Person's Name
  - Birth Record; 10 Oct 1820, John William Jones
  - Marriage Record; 15 Aug 1835; James Paul Smith/Bertha Lynn Peterson



- You can tag each field under "Vital Information" to a source.
- This will validate that the information is correct.
- For example, this is the correct birth date, because it is listed on the birth record, death record and headstone.

Vital Information Open Details

> Name Jacob Samuel Sherman

Gender Male

Birth 15 Oct 1847 , Hardy, Viginia, United States

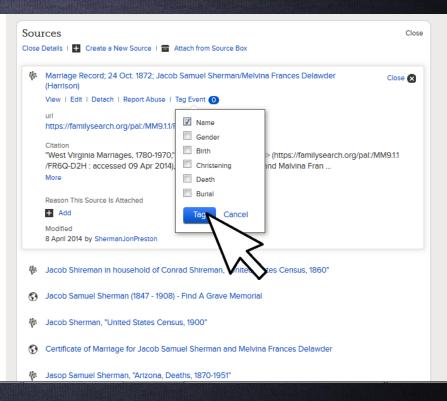
Christening

Death 3 Sep 1908 Curtis Flat, Cochise, Arizona, United States

Burial 4 Sep 1908 St. David, Cochise, Arizona, United States



- On the ancestor's Person/Details page, click on your newly added source.
- Click on "Tag Event".
- Check the data this source contains.
- Click the blue "Tag" button.



 You can also click on the desired field under vital Information...

	al Information n Details
	lame acob Samuel Sherman
_	Sender Male
1	irth 5 Oct 1847 Hardy, Viginia, United States
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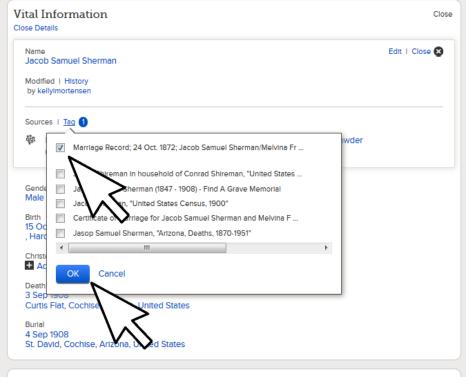
+ Add

Death 3 Sep 1908 Curtis Flat, Cochise, Arizona, United States

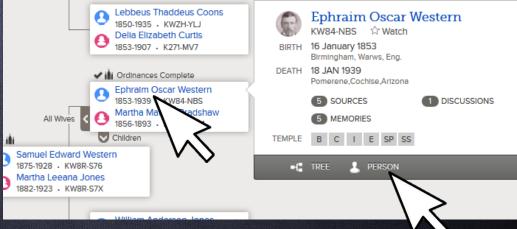
Burial 4 Sep 1908 St. David, Cochise, Arizona, United States Close



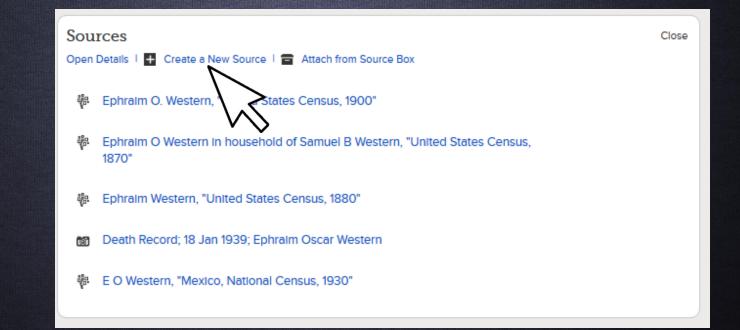
 ...and select the sources that validate this information.



- If you have a document you have scanned or have on your computer. You can upload it to Family Tree.
- In Tree View, click on the desired ancestor and "Person" to go to their person page.



#### Under "Sources" click on "Create New Source"



- Click the "Add File"
   button to browse for
   the file on your
   computer.
- To link to a web page, click "Web Page URL" and paste the link.

#### Create a Source

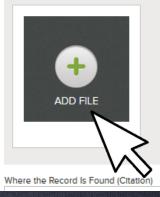
Identify the record you have found. This will be called a "Source."

#### Source Title (Required)

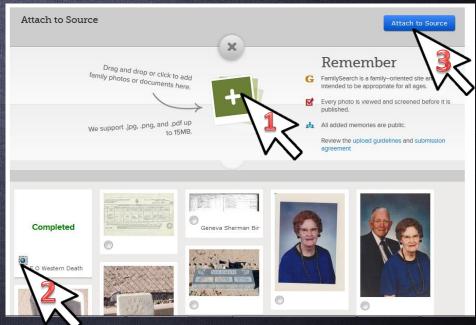
Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

Web Page (Link to the Record)

WEB PAGE URL 💿 ADD PHOTO OR DOCUMENT



- If you haven't already uploaded the document, click on the green plus button.
- When the file finishes uploading, it will be visible below.
- Select the correct file and click attach to source.



- Add Source Title, Where the record was found and Record Description.
- Click "Save".
- Consider naming conventions.
- Tag Source to Vital Information.

#### Create a Source

Identify the record you have found. This will be called a "Source."

#### Source Title (Required)

Death Record; 18 Jan 1939; Ephraim Oscar Western

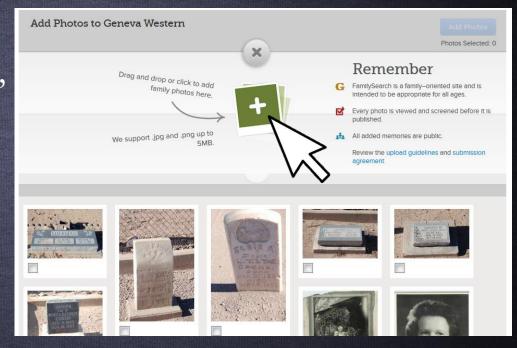
#### Web Page (Link to the Record)

Where the Record Is Found (Citation)	
www.geneaology.az.gov	
Describe the Record (Notes)	
Death Record for Ephraim Oscar Western 18 Jan 1939	

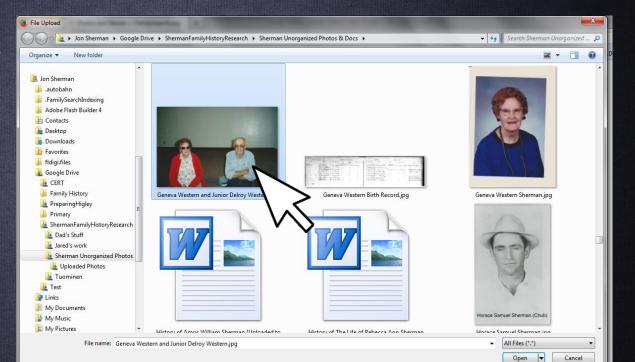
 Go to your ancestor's Person View and click on the Memories tab. Under Photos, click on "Add".

Geneva Western 8 November 1908 – 11 April 2004 • KWZ1-S9J •C View Tree 分 Watch	
Details Memories 13 Ordinances	
Photos 11   Documents 2   Stories	
Photos VS	Close
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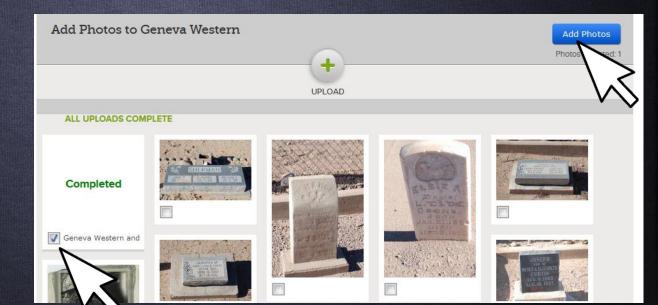
- If you haven't already uploaded the document, click on the green plus button.
- This will allow you to browse for the file on your computer.



 In the file upload window, select the photo you want to upload and click "Open".



- When the file finishes uploading, it will be visible below.
- Select the correct file and click "Add Photos".



Geneva Western

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Ordinances

Close

Memories 1

- Once the file is uploaded, it will be visible under the Photos section.
- Next we need to tag the individuals in the photo.
- Click on the red exclamation point under the photo you just uploaded.

- On the tag screen, click on the photo and place a circle around the head of the primary subject.
- Type their name and click save.
- This tags them in the photo.

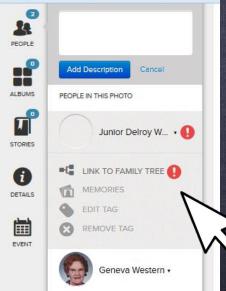
Click to edit the title Report Abus Description 1 1 PEOPLE Add Description ALBUMS PEOPLE IN THIS PHOTO Geneva Western STOPIES Geneva Western Gi Cance DETAILS **Delete This Phot** 1 EVENT Pinit V Tweet 8+1 COMMENTS: 0 New Comment VIEWS: 0

Tag other pictured individuals by clicking the picture, creating a circle around their faces, typing their names and then clicking "Add New Person".



• These additional individuals will need to be linked back to their record in family tree.

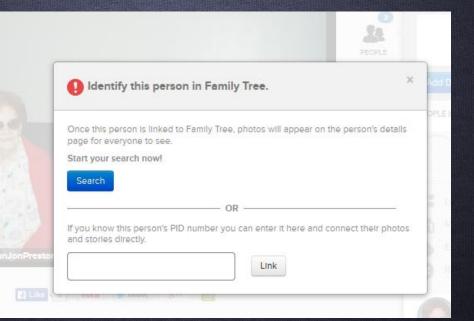




•

Click the red exclamation point to search for their record.

• You can enter their Person ID if you have it handy, or look for them by name by clicking the blue "Search" button.



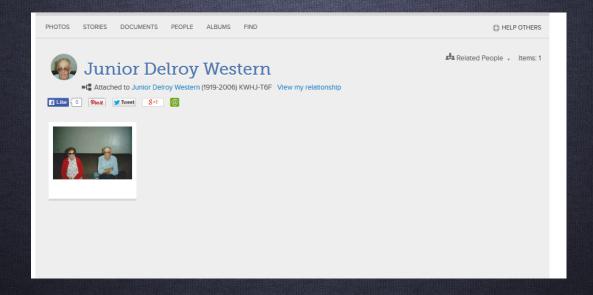
• Type his/her name and click the blue "Find" button.

TREE - L PERSON - Q FIND	🚖 LISTS 🛛 🚕 WHAT'S NEW
Junior Delroy Western	
Full Name ID Number	
First Names	Last Name
Junior Delroy	Western
Gender Male	
Event Year (Range)           Select         From         To	Place
Father First Names	Father Last Name
Mother First Names	Mother Last Name
Spouse First Names	Spouse Last Name
Find Advanced Search Clear	Cancel

Choose the correct person and click on "Select"

-C TREE - L PERSC	on 🔻 🔍 FIND 🚖	LISTS 🚓 WHAT'S NEW			C HELP OTHE
New Refine	First Name Junior Deiroy X	Last Name Gender Western X Male X			
Person	Events		Parents	Spouse	
These results strongly match	your search terms.				1-1 of 1 results
Junior Delroy Western KWHJ-T6F		9 December 1919, Pomerene, Coc 22 January 2006	Samuel Edward We Martha Leeana Jones	Esther Aikens	Select
The following results do not s	trongly match what you sea	arched for, but they may help.			1-24 of 499
Deloy J Western K2HB-ZZF		30 August 1916, Deseret, Millard, 5 November 1925	Jessie Winsbrough Lydia Larsen		Select
Mr Western MH1V-DX2	birth	1617, Windsor, Hartford, Connectic		<ul> <li>Mrs Western</li> </ul>	Select
Mr Western MZ5P-G79				Mrs Western	Select

• Once completed, the photo will be added to each person's photos.





- Go to your ancestor's person view and click on the "Memories" tab.
- Under "Stories", click on "Add".

Stories + Add	Close
Add Add	



#### • Click on the "Create New Story" button.

Add Stories to Geneva Western

Add Stories

Stories Selected: 0





- Type a Title for your story.
- Copy and paste or type your story then click "Save".

Add New Story



Write your story here	



#### Once the story is added, select it and then click "Add Stories" button.

Add Stories to Ger	neva Western		Add Stories Stories Selet
Create New Story	Life Story of Ida Alice Sherman Life Story of Ida Alice Sherman by Lenore Lofgreen Jones Ida Alice Sherman was born 24 June 1875 at Lost River, Hardy	Jacob Samuel Sherman (Life Story) LIFE STORY OF JACOB SAMUEL SHERMAN Compiled by LaNore Lofgreen Jones June 1971 Jacob Samuel Sherman was	



- Login to familysearch.org.
- Go to an ancestor, search records and attach the source to them.
- Tag the source event to vital information.
- Upload a photo, document or life story.



#### Homework:

- Search for records within FamilySearch.org for several of your ancestors.
- 2. Find or scan photos or documents of some of your ancestors.
- 3. Upload them to familySearch.org

