

Sourcing in Family Tree

Remember this adage: Genealogy without sources is mere mythology.

This is especially true in Family Tree. If sources are not present are not present, the information may not be correct, don't trust it.

Today, we will look at various ways to add sources to Family Tree

1. Directly add a source
2. Attach a source from your Source Box
3. Attaching a source directly from indexed records in familysearch.org
4. Transfer a source from a third party software program

Once a source is added to an individual, we will discuss how to tag it to specific events.

A. The first method of adding a source is by entering it directly on the individual's person page. Scroll down to the Sources section on the person page. Click on Create a New Source. Once the source page opens, you type information into the boxes:

1. Source Title – Enter the title of where you found the information
2. Web Page – If the information was found on the internet, enter the URL
3. Where the Record Is Found – Provide information about the source and where someone else could find the same information
4. Describe the Record – Provide what information was found and where it is located; ie. Page number, line number, etc.

B. Another way of entering a source is from your Source Box. The Source Box is like your Shoe Box on Ancestry.com. First, you need to know how to find and use your Source Box.

1. Finding the Source Box.

By clicking on your name, where you signed in on familysearch.org, you will see a drop down box. Click on Source Box, the second item in the menu. This will take you to your Source Box.

2. Using your Source Box.

a. Upon finding a source for an ancestor on familysearch.org, you can place it in your Source Box. This allows you to search many records, store them, and later attach the source to the appropriate individual. It also allows you to reuse sources instead of retyping a source each time you need to use it.

b. When you are ready to attach a source to a person, go to that individual's Person page, scroll down to the Sources section. Click on the "Attach from Source Box" link. Your Source Box will open and you look for the applicable source and click on "Attach" on the right side of the page.

c. You are able to place 10,000 sources in your Source Box. To help manage your sources you can create up to 50 folders, where you can store sources. However, the Source Box is not a place to permanently store source material. Once you attach a source to an individual, you can remove it from the Source Box. (The source that is attached to the individual will remain with that person). A warning, if you get to a screen that has the option of Deleting a source, if you delete the source, it will be completely be removed from both the individual and the Source Box.

C. A third option is attaching a source from indexed records in familysearch.org directly to a person in Family Tree.

1. If you find an indexed record that is for one of your ancestors that is in Family Tree, you can attach the information from that record to that person. Perform a record search on familysearch.org, if you find a record for your ancestor.

a. Click on the name that matches your ancestor and a Summary page will open.

b. To the right of the Summary page you will see a button labeled Attach to Family Tree. Click on this button and another page will open titled “Attach Historical Records to Family Tree.”

c. On the right side of this page will be a list of possible name matches for the record. If you know the person’s ID number you can type it in the box and click Select. Or you can select the correct person in the list on the right side of the page.

d. When the next page opens you need to enter a reason for attaching the record to the person.

e. If there are additional members of the family on the record, you can Attach the record to each of them. (A census record would be one example).

f. When ready, click on the “Attach” button. You may notice another page open that shows that the record is attached to other members of the family. It may show that someone is not attached. If so, you can click on “Attach” and it will attach the record to that person.

g. Once you have completed this process, click on Return to Record. At this time, your ancestor has a new source and you are ready to move on looking for other records.

A Note about attaching sources from other websites: You can create sources from other websites, but you will have to do so manually. Also, if it is a subscription website, others may not be able to view the document that you add, unless they have a subscription to that site.

D. A fourth was of adding a source is by way of a certified third party genealogical program; such as, Roots Magic, Ancestral Quest, or Legacy Family Tree. Using this method, you create your sources in your personal program and then transfer the source to Family Tree. This is an efficient method as you only have to create the source one time. Also, it may be easier to

accomplish with sources from other websites, books, documents, and un-indexed records on familysearch.org.

In closing, a word of caution or advice:

It is imperative that you keep your own personal ancestry, either on paper or a personal program. Because Family Tree is an open sourced record, it may be changed by anyone at anytime, even if it is sourced. Unfortunately most people do not take the time to look at the Sources, Discussions, and Notes sections on the person page of an individual and make changes to a person or family connections. If you do not have a personal record and someone make changes to your ancestral lines on Family Tree, you will be very hard pressed to make the appropriate corrections.