

Adjusting to the New Version of www.familysearch.org (26 June 2012)



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What Changes Were Made

Reasons for the Changes

The updated version of the FamilySearch website gives you a richer family history experience by putting all FamilySearch content, services, and products on the same site.



You can enjoy these benefits on the updated FamilySearch website:



- More scanned documents and indexes that are published more frequently.
- An improved search experience that looks through more content and gives more accurate results.
- A thriving genealogical community where you can give and receive help.
- One user name and password for all FamilySearch products and services.
- Responsive, reliable, and scalable hardware and software on which the site can grow and improve.


Where to Find Features That Were on the Previous Version of the FamilySearch Website





The new version of the FamilySearch website still contains most of the resources that you used on the previous site. How you find them has changed.

The following table lists tasks that were commonly done on the previous version of the FamilySearch website. It also explains how to do them in the new site.

What You Could Do on the Previous Version of the FamilySearch Website	How to Do the Same Task on the Current Version of the FamilySearch Website
Search Ancestral File and the Pedigree Resource File	<ol style="list-style-type: none"> 1.  Click FAMILYSEARCH (FamilySearch Home). 2. Click Trees. 3. Enter the individual that you want to find. <p>Note: The search results indicate whether a record came from Ancestral File or the Pedigree Resource File.</p>
Search the 1880 U.S. census	<ol style="list-style-type: none"> 1.  Click FAMILYSEARCH (FamilySearch Home). 2. Under the heading Browse by Location, click United States.

What You Could Do on the Previous Version of the FamilySearch Website	How to Do the Same Task on the Current Version of the FamilySearch Website
	<p>3. Find the census that you want, and search for the individual.</p> <p>Tip: If the list of available records has too many items for you to find the censuses, or you do not see it, click Census & Lists. You may need to scroll to see this link.</p> <p>Note: The website also has the censuses for 1850 to 1930 (except 1890, which was mostly destroyed by a fire). Images are available for 1850, 1860, 1870, and 1900.</p> <p>4. Click the census that you want, and conduct your search.</p>
<p>Search the 1881 British census</p>	<p>1.  Click FAMILYSEARCH (FamilySearch Home).</p> <p>2. Under the heading Browse by Location, click British Isles.</p> <p>3. Find the census that you want, and search for the individual.</p> <p>Tip: If the list of available records has too many items for you to find the censuses, or you do not see it, click Census & Lists. You may need to scroll to see this link.</p> <p>Note: In addition to the 1881 census, the website has the censuses for 1841 to 1891. All have images except 1881.</p> <p>4. Click the census that you want, and conduct your search.</p>
<p>Search the 1881 Canadian census</p>	<p>1.  Click FAMILYSEARCH (FamilySearch Home).</p> <p>2. Under the heading Browse by Location, click Canada.</p> <p>3. Find the census that you want, and search for the individual.</p> <p>Tip: If the list of available records has too many items for you to find the censuses, or you do not see it, click Census & Lists. You may need to scroll to see this link.</p> <p>Note: The new version of the FamilySearch website contains many more censuses than the previous one.</p> <p>4. Click the census that you want, and conduct your search.</p>
<p>Search the International Genealogical Index (IGI).</p>	<p>You can search the International Genealogical Index collection by an ancestor's name. If you know it, you can</p>

What You Could Do on the Previous Version of the FamilySearch Website	How to Do the Same Task on the Current Version of the FamilySearch Website
	<p>also search by batch number, serial or sheet number, or film number.</p> <ol style="list-style-type: none"> 1. a. Go to FamilySearch.org. b. On the left side of the home page, click All Record Collections. c. In the alphabetical list of collections, scroll down, and click International Genealogical Index (IGI). d. Click the collection you want to search. Choose one of the following: <ul style="list-style-type: none"> • Community Indexed IGI • Community Contributed IGI (This collection is coming soon.) e. In the Search boxes, enter the information you want to search by. Depending on the information that you know from the old IGI records, you can search by any of the following information: <ul style="list-style-type: none"> • Names • Event dates and locations (any event, birth, marriage, or death) • Relationships (spouse or parents) • Batch number • Serial or sheet number • Film number <p>Note: You may refine this search, as you would any search for historical records. Add more information to filter or narrow your search. For example, add an event date and place or a spouse or parent. Try a variety of search criteria. Enter a little information at a time.</p> f. Your search results will only show records from the IGI. If you do not find your record, search both IGI collections (the Community Indexed IGI and the Community Contributed IGI). <p>Click .</p> <ol style="list-style-type: none"> 2. Click Records.
<p>Search the U.S. Social Security Death Index.</p>	<ol style="list-style-type: none"> 1.  Click FAMILYSEARCH (FamilySearch Home). 2. Under the heading Browse by Location, click United States. 3. In the Category filters, click Birth, Marriage, and Death.

What You Could Do on the Previous Version of the FamilySearch Website	How to Do the Same Task on the Current Version of the FamilySearch Website
	<p>4. In your search results, click U.S. Social Security Death Index.</p>
<p>Search the Vital Records Index for Mexico and Scandinavia.</p>	<p>1.  Click FamilySearch Home.</p> <p>2. Under the heading Browse by Location, click the link for the appropriate area of the world.</p> <p>3. In the filters that are on the left side of screen, click the appropriate place filters for Mexico or Scandinavia.</p> <p>4. In the Category filters, click Birth, Marriage, and Death.</p> <p>5. In your search results, click the collection of vital records that you want.</p>
<p>Use the Record Search Pilot.</p>	<p>The Record Search Pilot is no longer available. The record collections that were available in the Record Search pilot are available on FamilySearch.org.</p> <p>1.  Click FamilySearch Home.</p> <p>2. Click Records.</p> <p>3. Enter the individual that you want to find.</p>
<p>Search Historical Books.</p>	<p>You cannot currently search the historical books directly. Instead, find the book in the Family History Library Catalog:</p> <p>1.  Click FamilySearch Home.</p> <p>2. Click Books.</p> <p>3. Click Family History Books.</p>
<p>Search Family History Library Catalog.</p>	<p>1.  Click FamilySearch Home.</p> <p>2. Click Catalog.</p> <p>This version of the catalog is in beta testing. It does not yet have all of the features it needs. If you would like to use the previous version of the catalog, which does have all of the features, click previous version.</p>
<p>Find help with family history research, or take</p>	<p>1. Click Learn.</p> <p>2. To search articles, enter what you want to find in the Search box, and click Search.</p>

What You Could Do on the Previous Version of the FamilySearch Website	How to Do the Same Task on the Current Version of the FamilySearch Website
online family history classes.	Note: Beneath the search box are links where you can find research courses and activities that you can do to get started with family history.
Obtain information about the Family History Library.	<ol style="list-style-type: none"> 1. Click FamilySearch Centers. 2. Scroll to the bottom of the screen, and click The Family History Library, Salt Lake City, Utah.
See the schedule of classes offered at the Family History Library.	<ol style="list-style-type: none"> 1. Click FamilySearch Centers. 2. Scroll to the bottom of the page, and click The Family History Library, Salt Lake City, Utah. 3. Click Class Schedule.
Participate in FamilySearch Indexing.	Click Indexing .
Get help using the website.	<ol style="list-style-type: none"> 1. Click Help, which is located in the upper-right corner. 2. Select the type of help that you want: <ul style="list-style-type: none"> • To search for an answer to your question, enter your question, and click Search. • To find a nearby family history center or find out who your family history consultant is, click Personal Assistance. • To send a question or problem to FamilySearch Support, click Contact Support.
Find a nearby family history center.	Click FamilySearch Centers . The option to find a family history center is toward the center of this page.
Download Personal Ancestral File (PAF) and see great products from FamilySearch affiliates.	In the footer, click Products .
Sign in.	<p>If you registered on the previous version of the FamilySearch website, you may need to register again. To begin, click Sign in.</p> <ul style="list-style-type: none"> • If you use one of the following websites, you do not need to register again. Enter the same user name and password that you use on these sites, and click Sign In. <ul style="list-style-type: none"> - The new FamilySearch (new.familysearch.org) - FamilySearch indexing (indexing.familysearch.org) - FamilySearch Research Wiki (wiki.familysearch.org) - The Church's stake and ward websites (https://secure.lds.org/units)

What You Could Do on the Previous Version of the FamilySearch Website	How to Do the Same Task on the Current Version of the FamilySearch Website
	<ul style="list-style-type: none"> • If you do not participate in one of these sites, click Register, and register again. We apologize for the inconvenience.

Records from the International Genealogical Index (IGI)

All of the records from the International Genealogical Index (IGI) will be available in the legacy IGI collection in FamilySearch.org.

While many genealogists found the IGI useful, its mix of community indexed sources and community contributed records meant that not all of its data was equally reliable. This problem has been resolved by creating two IGI collections, both searchable from the International Genealogical Index collection page:

- Community Indexed IGI

This collection consists of sources that were indexed by the genealogical community from collections of vital and church records. They are considered an excellent source of primary genealogical information. Unlike the old IGI which put these sources all in one collection, on the new site each record has been organized into its respective collection. For example, English birth records are in this collection: England, Births and Christenings, 1538-1975.

- Community Contributed IGI

This collection consists of personal family information submitted by individuals to the LDS Church. Some of these are source-like, but the collection they were extracted from is no longer known. Many contributions represent conclusions of the submitter. The quality of this information varies. Duplicate entries, conclusions from secondary sources, and inconsistent information are common. Always verify contributed entries against sources of primary information.

Note: FamilySearch is in the process of completing the download of the community contributed records into the FamilySearch database. If you are looking for a name that you know was present in the IGI and cannot find it, it may have been in the Community Contributed portion of the IGI and will be available on the new site shortly.

To learn more about the IGI, please visit the [FamilySearch Wiki's IGI page](#).

How Ancestral File Changed

Ancestral File is a computer file containing names and often other vital information (such as date and place of birth, marriage, or death) of millions of individuals who have lived throughout the world. Ancestral File was first published on compact disc. It was later published on the FamilySearch website.

In the newest version of the FamilySearch website, the following changes were made to Ancestral File:

- The previous site contained about 25 million records from Ancestral File. The new site contains about 40 million.
- You can currently view only an individual's record. You cannot display pedigrees or family group records. These features will be added in the future.
- You cannot download the information as a GEDCOM file.
- When Ancestral File was first published on the FamilySearch website, people who may have still been alive were shown where they belonged in a family, but only the word "Living" was displayed. Ancestral File no longer displays any information about people who may still be alive.

How the Pedigree Resource File Changed

The Pedigree Resource File is a computer file that contains names; family relationships; and birth, marriage, and death information for millions of people. The Pedigree Resource File was originally published on compact disc. It is also available on www.familysearch.org.

Information from the Pedigree Resource File appears as it was originally submitted. It is not merged with information submitted by others. The following changes have also been made:

- The FamilySearch website contains all submissions received up to June 2011. The previous site has about 120 million records from the Pedigree Resource File. The new site has about 200 million records.
- You can view only an individual's record. While you can click individual's names to navigate through a family line, you cannot yet display pedigrees or family group records. These features will be added in the future.

Note: If you have access to new.familysearch.org or the FamilySearch Family Tree, you can click a Family Tree link to display an individual in new.familysearch.org or the Family Tree.

- You cannot download the information as a GEDCOM file.
- The data is shown as individual submissions. Submissions by the same contributor are not combined.
- Sources and notes are displayed.
- Multimedia links are not displayed.

How the Family History Library Catalog Changed

The Family History Library Catalog describes the records available at the Family History Library.

The catalog provides a guide to family histories; birth, marriage, and death records; census records; church registers; and many other records that may contain genealogical information. These records may be in a book, on microfiche or microfilm, or online. Most microfilm and microfiche records can be sent to family history centers. The catalog is available on the Internet.

The new version of the catalog has these changes:

- If an item that is described in the catalog is available online, the catalog entry contains a link to where you can see it online. This includes both records and scanned books.

- The catalog uses many of the the same search features as the rest of the FamilySearch website. This gives you the ability to narrow searches and filter search results by record type, date, place, and so forth.
- The catalog is updated online. A compact disc version is available, but it is several years old and will not be updated.

Note: You can still use the catalog on the previous version of the FamilySearch website:

1. Click **Catalog**, which is located in the bottom-right corner of the screen.
2. Click **Previous Version**.

Features That Are No Longer Available

A few features that were on the previous version of the FamilySearch website are not available on the current site.

Pedigree Resource File and Ancestral File

These databases are available on the new version of the FamilySearch website, but they work differently than they did on the previous version:

- You can no longer download GEDCOM files.
- If you have access to new.familysearch.org or the Family Tree and if you sign in, you can display information from the Ancestral File and Pedigree Resource File on a pedigree. You cannot yet display the information on a family group record.
- Information about living people, including their place within a family, is not displayed.

Family History Library Catalog

The Family History Library Catalog is now published only online. You can still purchase the catalog on compact disc, but it is several years old and will not be reissued.

Instructions on Doing Family History Research

You can no longer download and print publications about how to do family history research. The information from these publications has been transferred and updated in the FamilySearch Research Wiki.

Information from the Research Guidance and glossary features is also in the research wiki.

Other Features

- If you used the Advanced Search feature on the previous version of the FamilySearch website, you could search family history websites. These websites contained information useful for family history. The site owners were not affiliated with FamilySearch.

The current FamilySearch website does not search this same set of websites. Use a search engine such as Google to search for other family history sites.

- The site currently does not provide information about genealogical institutes, university and home study courses on family history, online genealogical presentations, and upcoming genealogical conferences. Much of this information will be available in future updates of the site.

Performing Common Tasks

You can do many of the same things on the improved FamilySearch website that you could in the previous version.

This section of the guide contains step-by-step instructions for the most commonly performed tasks on the FamilySearch website.

Searching for Historical Records (Detailed Instructions)

When you search for historical records, you enter some information about an ancestor. The website then finds records of births, marriages, deaths, censuses, and other events that might contain information about him or her. This search will search all of the historical records (records of birth, marriage, death, census, and so forth) at once, including the International Genealogical Index (IGI).

For some records, you can see both the index and a digital image of the record itself. For other records, you might be able to see only the index.

Tip: The following tips are essential to searching historical records successfully:

- Search only for deceased people who lived before about 1930.
- Enter the name of only one person in the First Names field.
- You can leave fields blank and estimate information.
- When searching for a woman, search with her maiden name to find records that were created before her marriage. Use her married name to find records created after. Or try your search with just her first name and the names of her spouse or her parents.



1. If you are not on the Home page, click **FAMILYSEARCH (FamilySearch Home)**.
2. If Historical Records is not currently selected, click **Records**.
3. Enter the information about the individual that you want to find:

Tip: Unless you are looking for a specific type of record, it is often better to leave many search fields blank, even if you know the information. FamilySearch.org may contain records about this individual, but the records may not contain all of the information that you know. Entering less information may help your search criteria match the historical records more closely and increase the likelihood that the ones you want will appear near the top of your search results.

- a. (Optional) Enter the first and last names.
You must enter at least one name in your search. But instead of the name of the main individual that you want to find, you can enter the names of spouses or parents instead.
- b. (Optional) To include information about a life event in your search, click the type of event that you want, and enter the place and range of years:

- Click **Any** to find a date and place of any event on a record. Using the Any option is helpful if you know dates and places of military enlistment, emigration or immigration, court or probate events, and other events that are not birth, marriage, death, or residence.

Tip: Another reason to use the Any event in a search is to find all of the records about an individual or family who lived in the same place. You can do a single search to see all of the records. This type of search works best when you are looking for individuals and families with less common names.

- Click **Birth** to find a date and place listed as a birth or christening on a record.
- Click **Marriage** to find a date and place listed as a marriage-related event on a record.
- Click **Residence** to find a date and place listed on records that indicate where an individual lived, such as census records. Birthplaces, marriage places, and death places are not the same as residence places because someone may have been away from home when these events occurred.
- Click **Death** to find a date and place listed as a death, burial, or cremation on a record.

If you open an event and decide to not use it, click the **X** associated with the event. You do not need to delete the information from the field.

- (Optional) To include the names of parents and spouses, click **Spouse** or **Parents**. Then enter the names in the fields provided.

Be aware that your search results will include only records that contain the relationships you specify. If you include a spouse's name, for example, your search results will not contain any record that does not specifically list the spouse's name as a husband or wife.

- (Optional) If you want the search to use a person's name or place-name exactly as you entered it, click the **check box** that is in the field. Or if you want the search to use all of the data exactly as you entered it, click **Match All Exactly**.

- Click **Search**.

Your search results appear. The information that you entered for your search is listed at the top, along with the number of matching records.

The records that match your search most closely are near the top of the list. A line divides the close matches from the rest of the results.

- Scan your search results for records of interest to you.

Collections that have a camera (📷) include images. Collections without a camera have only the index.

- To display more information from the index without leaving your search results, click ▼.

This icon is located at the far right side of each record in your search results.

- (Optional) If you do not see the record that you want, refine your search results:

- To change the information in your search fields, click **Refine your search**. Make your changes, and click **Search**. Try both entering more information and deleting information from your search. The Search fields are located in the top left corner of the screen.
- Click a filter, and then click a subfilter that appears in the resulting box. The filters are located beneath the search fields. You may need to scroll down to see them.

- The number that is next to each filter in the box indicates how many records match that filter.
- A filter is available only when it contains records that match your search.
- You can combine as many different filters as you need. For example, you can use filters for birthplace, birth date, gender, and category at the same time. Currently, however, you cannot use two options within the same filter. For example, you cannot filter on more than one birthplace.
- If you change the information in your search fields, your filters will be reset.
- As you apply filters, remember that the effect of the filters is cumulative. Each new filter is applied to the set of search results that are currently shown on the screen.

For example, if you apply a birth date filter, the search results are constrained to the records that match that filter. Applying a birthplace filter takes that constrained set of results and reduces it to the records that match both the birthplace and birth date.

If you then decide to filter by death information, remove the birth filters so that you can apply death filters to your entire set of search results rather than to the search results that have already been limited by the birth filters.

If the filter does not help, click the **X** that appears next to the filter to remove it.

- To start a completely new search, click **Reset form** to clear the information from the search fields. Then enter a new search.
- c. (Optional) To see if the system also found records from trees that match your search, scroll to the bottom of your search results. Click a link to see a tree record. Records in trees have been submitted by other researchers to Ancestral File and the Pedigree Resource File.
7. When you find a record of interest, click the individual's name to see the complete details.
- If the FamilySearch website has an image of the record, the complete details shows a picture of an image. If the record contains restrictions on its use or is owned by another organization, you see a note that explains the issue.
8. Decide what you want to do next:

- To view the image, click the image or **View image**.
- Tip:** Even if the complete details screen contains the information you are looking for, view the image if there is one. Viewing the image provides these additional benefits:
- The index may contain errors. Seeing the image lets you make sure that you have the correct information.
 - The image may contain more information.
 - Seeing the image can help make the individual seem more real.
- If you need to sign in to see the image, click **Sign In**. After you enter your user name and password, you will return to this record.
 - To print the complete details, click **Print**, located in the upper right corner of the screen.
 - To save a copy of the image in .jpg format, click **Save image**.
 - To copy the details from the index, click **Copy**, located in the upper right corner of the screen. The name and other information is saved to your computer's clipboard. You can then paste the information into other computer programs.

Note: The information copied includes a permanent URL. If you reference this URL as a source, the link will not break.

- To save the record to My Source Box, in the top right corner of the record, hover over **My Source Box**, and select **Add to My Source Box**.
- If the record has restrictions on how it can be viewed online, an **About image restrictions** link appears. Click this link to understand why some record types are restricted and to see the types of licensing agreements that allow us to post these images on FamilySearch.org.
- To see if this collection contains other records of interest to you, click **Search Collection**.
- To learn about the collection, click **About This Collection**.
- If a family member has an index entry, his or her name is a link. Click it to see that individual's record.

Tip: Only a very small percentage of our collection has been indexed and made available on the FamilySearch website. Most of our records are available on microfilm only. To see if we have a microfilm of interest to you, search our Family History Library Catalog.

Searching a Specific Collection of Historical Records (Detailed Instructions)

If you want to search a specific collection of records, you can find that collection and then search it. The International Genealogical Index (IGI) is one of the collections you can search. It is listed in All Record Collections.

Tip: If you know a batch number from the International Genealogical Index, you can use it to search for a specific collection. To include a batch number in your search, click **Search by Batch Number**, and enter the batch number.

The following tips are essential to searching successfully in historical records:

- Search only for deceased people who lived before about 1930.
- Enter the name of only one person in the First Names field.
- You can leave fields blank and estimate information.
- When searching for a woman, search with her maiden name to find records that were created before her marriage. Use her married name to find records created after. Or try your search with just her first name and the names of her spouse or her parents.



1. If you are not on the Home page, click **FAMILYSEARCH (FamilySearch Home)**.
2. If Historical Records is not currently selected, click **Records**.
3. Beneath the search fields, click the area of the world where the records were created. To see a list of all of the online collections, click **All Record Collections**. An alphabetic list of the available collections appears. This list shows you what is available and how you can search it:

- If you see a camera (📷) next to the collection name, you can see images of the records in the collection.
- If the Records column on the right side of the list shows a number, then the collection has been indexed. You can use the search feature to find specific individuals in the collection.
- If the Records column contains the words Browse Images, the collection has not been indexed. You can see the images online, but you cannot search them. Instead,

you use “waypoints” to go directly to the section of the collection that most likely contains the individual that you are looking for. You might need to look at each image in that section to find what you need.

Note: Waypoints are like bookmarks or chapters within a collection of records. Waypoints are placed where a collection logically divides. For example, a marriage register that is organized by date contains waypoints that mark pages where the records of a specific month or year starts. Census records are organized by place. The waypoints let you see the part of the census for that place.

4. Find the collection that you want to search. You can use several methods to find the collection:
 - Scroll down the list of collections, and find the one that you want.
 - In the Search field, enter words that might be in the collection’s title. For example, enter a place, record type, or year. The Search field is located in the top left corner of the screen. Your search results automatically narrow to only those collections that match what you entered.
 - Click a filter to see only records that match the filter. The filters are located on the left side of the screen, beneath the Search fields.
 - To see only records for which images are available online, click **Show only collections with images**. This option is located along the left side of the screen, beneath the filters. You may need to scroll down to see it.
5. Click the name of the collection that you want.
A description of the collection appears. If the collection has been indexed, the screen contains fields that you can use to search the collection. If the collection has not been indexed, the screen contains a link that you can use to browse the images.
6. If the collection has not been indexed, click the **Browse through...** link to see the images. Then click the waypoint links to go to the section of the collection that you want.
7. If the collection has been indexed, search the collection to find the record you want:
 - a. Enter information about the individual that you want to find.
 - b. Click **Search**.
A list of records that matches your search appears. The records that match your search most closely are near the top of the list. a line divides the close matches from the rest of the results.
 - c. To display more information from the index without leaving your search results, click ▾.
This icon is located at the far right side of each record in your search results.
 - d. (Optional) If you do not see the record that you want, refine your search results:
 - To change the information in your search fields, click **Refine your search**. Make your changes, and click **Search**. Try both entering more information and deleting information from your search. The Search fields are located in the top left corner of the screen.
 - Click a filter, and then click a subfilter that appears in the resulting box. The filters are located beneath the search fields. You may need to scroll down to see them.
 - The number that is next to each filter in the box indicates how many records match that filter.
 - A filter is available only when it contains records that match your search.
 - You can combine as many different filters as you need. For example, you can use filters for birthplace, birth date, gender, and category at the same

time. Currently, however, you cannot use two options within the same filter. For example, you cannot filter on more than one birthplace.

- If you change the information in your search fields, your filters will be reset.
- As you apply filters, remember that the effect of the filters is cumulative. Each new filter is applied to the set of search results that are currently shown on the screen.

For example, if you apply a birth date filter, the search results are constrained to the records that match that filter. Applying a birthplace filter takes that constrained set of results and reduces it to the records that match both the birthplace and birth date.

If you then decide to filter by death information, remove the birth filters so that you can apply death filters to your entire set of search results rather than to the search results that have already been limited by the birth filters.

If the filter does not help, click the **X** that appears next to the filter to remove it.

- To start a completely new search, click **Reset form** to clear the information from the search fields. Then enter a new search.

8. When you find a record of interest, click the individual's name to see the complete details.

If the FamilySearch website has an image of the record, the complete details shows a picture of an image. If the record contains restrictions on its use or is owned by another organization, you see a note that explains the issue.

9. Decide what you want to do next:

- To view the image, click the image or **View image**.

Tip: Even if the complete details screen contains the information you are looking for, view the image if there is one. Viewing the image provides these additional benefits:

- The index may contain errors. Seeing the image lets you make sure that you have the correct information.
- The image may contain more information.
- Seeing the image can help make the individual seem more real.
- If you need to sign in to see the image, click **Sign In**. After you enter your user name and password, you will return to this record.
- To print the complete details, click **Print**, located in the upper right corner of the screen.
- To save a copy of the image in .jpg format, click **Save image**.
- To copy the details from the index, click **Copy**, located in the upper right corner of the screen. The name and other information is saved to your computer's clipboard. You can then paste the information into other computer programs.

Note: The information copied includes a permanent URL. If you reference this URL as a source, the link will not break.

- To save the record to My Source Box, in the top right corner of the record, hover over **My Source Box**, and select **Add to My Source Box**.
- If the record has restrictions on how it can be viewed online, an **About image restrictions** link appears. Click this link to understand why some record types are restricted and to see the types of licensing agreements that allow us to post these images on FamilySearch.org.

- To see if this collection contains other records of interest to you, click **Search Collection**.
- To learn about the collection, click **About This Collection**.
- If a family member has an index entry, his or her name is a link. Click it to see that individual's record.

Tip: Only a very small percentage of our collection has been indexed and made available on the FamilySearch website. Most of our records are available on microfilm only. To see if we have a microfilm of interest to you, search our Family History Library Catalog.

Searching by Batch Number

If you know a batch number from the International Genealogical Index, doing a batch number search is a shortcut to searching a specific collection of records in the new version of FamilySearch.org.

If you do not know a batch number, don't worry about finding one. Instead, use the links under Browse by Location to find a specific collection and search it.



1. If you are not on the Home page, click **FamilySearch Home**.
2. If Historical Records is not currently selected, click **Records**.
3. Click **Advanced search**.
4. Enter information that you want to find:
 - To see all of the records in the batch listed alphabetically by last name, enter only the batch number. Then use the filters to narrow in on what you want to find.
 - To find a specific person or set of people in a batch, enter the name, event, and other information in addition to the batch number.
5. Click **Search**.

Records with batch numbers are not yet connected to online images. If you want to see the original record, find the microfilm number. You can then either come to the Family History Library in Salt Lake City, Utah or have the microfilm sent to a family history center near you.

6. Scan your search results for records of interest to you.

Collections that have a camera (📷) include images. Collections without a camera have only the index.

 - a. To display more information from the index without leaving your search results, click ▼.

This icon is located at the far right side of each record in your search results.
 - b. (Optional) If you do not see the record that you want, refine your search results:
 - To change the information in your search fields, click **Refine your search**. Make your changes, and click **Search**. Try both entering more information and deleting information from your search. The Search fields are located in the top left corner of the screen.
 - Click a filter, and then click a subfilter that appears in the resulting box. The filters are located beneath the search fields. You may need to scroll down to see them.

- The number that is next to each filter in the box indicates how many records match that filter.
- A filter is available only when it contains records that match your search.
- You can combine as many different filters as you need. For example, you can use filters for birthplace, birth date, gender, and category at the same time. Currently, however, you cannot use two options within the same filter. For example, you cannot filter on more than one birthplace.
- If you change the information in your search fields, your filters will be reset.
- As you apply filters, remember that the effect of the filters is cumulative. Each new filter is applied to the set of search results that are currently shown on the screen.

For example, if you apply a birth date filter, the search results are constrained to the records that match that filter. Applying a birthplace filter takes that constrained set of results and reduces it to the records that match both the birthplace and birth date.

If you then decide to filter by death information, remove the birth filters so that you can apply death filters to your entire set of search results rather than to the search results that have already been limited by the birth filters.

If the filter does not help, click the **X** that appears next to the filter to remove it.

- To start a completely new search, click **Reset form** to clear the information from the search fields. Then enter a new search.
- c. (Optional) To see if the system also found records from trees that match your search, scroll to the bottom of your search results. Click a link to see a tree record. Records in trees have been submitted by other researchers to Ancestral File and the Pedigree Resource File.
7. When you find a record of interest, click the individual's name to see the complete details.
- If the FamilySearch website has an image of the record, the complete details shows a picture of an image. If the record contains restrictions on its use or is owned by another organization, you see a note that explains the issue.
8. Decide what you want to do next:

- To view the image, click the image or **View image**.
- Tip:** Even if the complete details screen contains the information you are looking for, view the image if there is one. Viewing the image provides these additional benefits:
- The index may contain errors. Seeing the image lets you make sure that you have the correct information.
 - The image may contain more information.
 - Seeing the image can help make the individual seem more real.
- If you need to sign in to see the image, click **Sign In**. After you enter your user name and password, you will return to this record.
 - To print the complete details, click **Print**, located in the upper right corner of the screen.
 - To save a copy of the image in .jpg format, click **Save image**.
 - To copy the details from the index, click **Copy**, located in the upper right corner of the screen. The name and other information is saved to your computer's clipboard. You can then paste the information into other computer programs.

Note: The information copied includes a permanent URL. If you reference this URL as a source, the link will not break.

- To save the record to My Source Box, in the top right corner of the record, hover over **My Source Box**, and select **Add to My Source Box**.
- If the record has restrictions on how it can be viewed online, an **About image restrictions** link appears. Click this link to understand why some record types are restricted and to see the types of licensing agreements that allow us to post these images on FamilySearch.org.
- To see if this collection contains other records of interest to you, click **Search Collection**.
- To learn about the collection, click **About This Collection**.
- If a family member has an index entry, his or her name is a link. Click it to see that individual's record.

Options and Tips for Searching Historical Records

If you understand the way the options on the search screen work, you have a better chance of finding the historical records that you need.

Unless you are looking for a specific type of record, it is often better to leave many search fields blank, even if you know the information. FamilySearch.org may contain records about this individual, but the records may not contain all of the information that you know. Entering less information may help your search criteria match the individual's record more closely and increase the likelihood that it will appear near the top of your search results.

Tip: The following tips are essential to searching historical records successfully:

- Search only for deceased people who lived before about 1930.
- Enter the name of only one person in the First Names field.
- You can leave fields blank and estimate information.
- When searching for a woman, search with her maiden name to find records that were created before her marriage. Use her married name to find records created after. Or try your search with just her first name and the names of her spouse or her parents.

Table 1: Screen Options

Option	Instructions	Tips
First Names	Enter the first and middle names of the individual.	<ul style="list-style-type: none"> • Try adding or omitting middle names. • Try nicknames. • Try spelling variations. • If the individual moved to a new country, try spelling the name as it is spelled in the old country and in the new one. • Try using wildcards. (Enter * to replace zero or more characters. Enter ? to replace one character.) • Leave this field and the Last Name field blank. Then click Spouse or Parents, and enter the names of the individual's parents or spouse.

Option	Instructions	Tips
Last Names	Enter the last name of the individual.	<ul style="list-style-type: none"> • Try spelling and language variations. • Look for women using both a maiden name and married name. • Try using wildcards. (Enter * to replace zero or more characters. Enter ? to replace one character.) • Leave this field and the First Name fields blank. Then click Spouse or Parents, and enter the names of the individual's parents or spouse. • If you do not know a woman's maiden name, enter her first name, and leave the last name blank. Then click Parents, and enter the names of her father and mother.
Check boxes in name and place fields	Click the check box of each field for which you want to perform an exact search.	If you use this option and do not find what you need, try your search again without it. Repeat the search even if you think you know exact names and places.
Add a life event <ul style="list-style-type: none"> • Any • Birth • Marriage • Residence • Death 	<ol style="list-style-type: none"> 1. Click the type of life event that you want to include in your search. 2. Enter the place and estimated year range. 	<ul style="list-style-type: none"> • Try your search with different events. • Try your search with no events. • Use the Residence event to find records that identify where a person was living. For example, a record might contain an address or identify the individual's "last place of residence." Birthplaces, marriage places, and death places are not the same as residence places, because someone may have been away from home when these events happened. • Use the Any event if you know a date and place for an event other than birth, marriage, death, and residence. For example, a search with an Any event might find dates of military enlistment or immigration. • In the place field, try these tips: <ul style="list-style-type: none"> - Try searching at a more or less specific place level. For example, if you searched for a town, try the county, state, or district instead. Try entering just the country name. - Try using wildcards in place-names. (Enter * to replace zero or more characters. Enter ? to replace one character.) - Remove the place from your search. Instead, use the filters on the left side of the search results to narrow your search by place.

Option	Instructions	Tips
		<ul style="list-style-type: none"> • In the year fields, try these tips: <ul style="list-style-type: none"> - Increase or decrease the year range. - Try searching with no years. Instead, use the filters on the left side of the search results to narrow your search by year. - Try either a beginning year or end year. • You can include multiple events in your search. However, do this when you are looking for a specific type of record that contains all of those events. For example: <ul style="list-style-type: none"> - To find a death certificate, you might want to search with both birth and death events. Death certificates often include both birth and death information. - To find a birth certificate, include only a birth event. Birth certificates do not contain death events.
Add a relationship <ul style="list-style-type: none"> • Spouse • Parents 	<ol style="list-style-type: none"> 1. Click the type of relationship that you want to include in your search. 2. Then enter the first, middle, and last names of the father, mother, or spouse. 	<ul style="list-style-type: none"> • Use the same tips as for the individual's first and last names. • When entering the names of mothers or wives, try searching by the woman's married name and maiden name. If you do not know her maiden name, leave the Last Name field blank.
Search by Batch Number	Enter a batch number from the International Genealogical Index. This limits your search to records from the collection with that batch number.	If you do not know a batch number, don't worry about finding one. Instead, use the links under Browse by Location to find a specific collection and search it.
Match all exactly	Click this option to have the system find only records that match everything you entered exactly.	If you use this option and do not find what you need, try your search again without it. Repeat the search even if you think you know exact names and places.
Reset form	Click this option to remove everything that you have	

Option	Instructions	Tips
	entered into the search fields.	

Searching for Ancestors in Trees

When you search in trees, you search records that were previously published in the Ancestral File and the Pedigree Resource File. You can search using names, dates, and places. You can also search by Ancestral file numbers (AFNs) and the submission numbers from the Pedigree Resource File (PRF).

Tip: The following tips are essential to searching trees successfully:

- Search only for deceased people.
- Enter the name of only one person in the name fields. For example, do not enter the first names of both a husband and wife in the First Names field. Enter their names in the fields for spouses and parents.
- You can leave fields blank and estimate information.
- When searching for a woman, search with her maiden name. If you do not find her, use her married name. You can also try your search with just her first name and the names of her spouse or her parents.

Important: Family trees have been compiled from records, personal knowledge, and other sources. They may contain errors and estimated information. Be sure to try a wide variety of searches if you do not find what you are looking for.



1. If you are not on the Home page, click **FAMILYSEARCH (FamilySearch Home)**.
2. If Trees is not currently selected, click **Trees**.
3. (Optional) Indicate whether you want to search Ancestral File, Pedigree Resource File, or both.

By default, both databases will be searched.

- If you do not want to search Ancestral File, click its **check box** to deselect it.
 - If you do not want to search the Pedigree Resource File, click its **check box** to deselect it.
4. Enter information about the individual that you want to find:

Option	Description
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Search with names, dates, and places

1. Enter the name, dates, places, and other information in the appropriate fields.

Tip: FamilySearch.org usually works best if you create a broad search that finds many records. After you look at the results, add more information into the search fields on the left, or use the filters to focus in on exactly what you want. One effective strategy is to enter less information than you know about the individual. If you do not find the records that you want, do not enter any information in the fields for the individual's name, event years, and event place. Instead, conduct your search with only the names of a spouse or parents.

Option	Description
	<p>FamilySearch.org may contain records about this individual, but they may not contain all of the information that you know. Entering less information may help your search criteria match the individual's record more closely and increase the likelihood that it will appear near the top of your search results.</p>
	<p>2. (Optional) To include information about a life event in your search, click the type of event that you want, and enter the place and range of years:</p>
	<ul style="list-style-type: none"> • Click Any to find a date and place of any event on a record. Using the Any option is helpful if you know dates and places of military enlistment, emigration or immigration, court or probate events, and other events that are not birth, marriage, death, or residence.
	<p>Tip: Another reason to use the Any event in a search is to find all of the records about an individual or family who lived in the same place. You can do a single search to see all of the records. This type of search works best when you are looking for individuals and families with less common names.</p>
	<ul style="list-style-type: none"> • Click Birth to find a date and place listed as a birth or christening on a record.
	<ul style="list-style-type: none"> • Click Marriage to find a date and place listed as a marriage-related event on a record.
	<ul style="list-style-type: none"> • Click Residence to find a date and place listed on records that indicate where an individual lived, such as census records. Birthplaces, marriage places, and death places are not the same as residence places because someone may have been away from home when these events occurred.
	<ul style="list-style-type: none"> • Click Death to find a date and place listed as a death, burial, or cremation on a record.

Search by Ancestral File number (AFN)

1. Click **AF Number**.
2. In the Ancestral File Number (AFN) field, enter the number.

Search by a submission number

1. In the Submission Number field, enter the number.

5. (Optional) If you want the search to use a person's name or place-name exactly as you entered it, click the **check box** that is in the field. Or if you want the search to use all of the data exactly as you entered it, click **Match All Exactly**.
6. Click **Search**.
Your search results appear. The information that you entered for your search is listed at the top, along with the number of matching records. The records that match your search most closely are near the top of the list. A line divides the close matches from the rest of the results.
7. Scan your search results for records of interest to you.
8. (Optional) If you do not see the record that you want, refine your search results:

- In the Search fields on the left side of the screen, enter more information about the individual that you want to find. For example, add a date or place. The Search field is located in the top left corner of the screen. Your search results automatically narrow to only those records that match what you entered.
 - To start a completely new search, click **Reset form**, and enter your new search.
9. When you find a record of interest, click the individual's name to see all of the available information.
The individual's details appear.
- Note:** If you are signed in and if you have access to new.familysearch.org or the FamilySearch Family Tree, you see a Family Tree link next to the name of each individual. Click **Family Tree** to see the individual on a pedigree. If you have access to new.familysearch.org, you see the individual there. If you have access to the FamilySearch Family Tree, you see the individual in the Family Tree.
10. (Optional) If the record came from the Pedigree Resource File, click the submission ID to see all of the records that were in the same submission.
- Tip:** If the submission is large, you can use the search fields that are located along the left side of the screen to search for a specific individual within that submission.
The search results list only the individuals from that submission.

Options and Tips for Searching Trees

If you understand the way the options on the search screen work, you have a better chance of finding a family tree that contains your ancestry.

Essential Tips

An effective strategy is to enter less information than you know about the individual. FamilySearch.org may contain records about this individual, but a record may not contain all of the information that you know. Entering less information may help your search criteria match the individual's record more closely and increase the likelihood that it will appear near the top of your search results.

Tip: The following tips are essential to searching trees successfully:

- Search only for deceased people.
- Enter the name of only one person in the name fields. For example, do not enter the first names of both a husband and wife in the First Names field.
- You can leave fields blank and estimate information.
- When searching for women, search with her maiden name. If you do not find her, conduct your search again with her married name.

Searching with Relationships

Option	Instructions	Tips
Ancestral File	Click the check box if you do not want to find records from Ancestral File.	

Option	Instructions	Tips
Pedigree Resource File	Click the check box if you do not want to find records from the Pedigree Resource File.	
First Names	Enter the first and middle names of the individual.	<ul style="list-style-type: none"> • Try adding or omitting middle names. • Try nicknames. • Try spelling variations. • If the individual moved to a new country, try spelling the name as it is spelled in the old country and in the new one. • Try using wildcards. (Enter * to replace zero or more characters. Enter ? to replace one character.)
Last Name	Enter the last name of the individual.	<ul style="list-style-type: none"> • Try spelling and language variations. • Look for women using both a maiden name and married name. • Try using wildcards. (Enter * to replace zero or more characters. Enter ? to replace one character.)
Name of the father, mother, and spouse	Enter the first, middle, and last names of the father, mother, or spouse.	<ul style="list-style-type: none"> • Use the same tips as for the individual's name. • Try searching for parents only. This type of search may pull up a list of possible siblings. • Try searching the spouse's name only.
Check boxes in name and place fields	Click the check box of each field for which you want to perform an exact search.	If you use this option and do not find what you need, try your search again without it. Repeat the search even if you think you know exact names and places.
Search by Life Events <ul style="list-style-type: none"> • Any • Birth • Marriage • Residence • Death 	<ol style="list-style-type: none"> 1. Click the type of life event that you want to include in your search. 2. Enter the place and estimated year range. 	<ul style="list-style-type: none"> • Try your search with different events. • Try your search with no events. • Use the Residence event to find records that identify where a person was living. For example, a record might contain an address or identify the individual's "last place of residence." Birthplaces, marriage places, and death places are not the same as residence places, because someone may have been away from home when these events happened. • Use the Any event if you know a date and place for an event other than birth, marriage, death, and residence. For example, a search with an Any event

Option	Instructions	Tips
		<p>might find dates of military enlistment or immigration.</p> <ul style="list-style-type: none"> • In the place field, try these tips: <ul style="list-style-type: none"> - Try searching at a more or less specific place level. For example, if you searched for a town, try the county, state, or district instead. Try entering just the country name. - Try using wildcards in place-names. (Enter * to replace zero or more characters. Enter ? to replace one character.) - Remove the place from your search. Instead, use the filters on the left side of the search results to narrow your search by place. • In the year fields, try these tips: <ul style="list-style-type: none"> - Increase or decrease the year range. - Try searching with no years. Instead, use the filters on the left side of the search results to narrow your search by year. - Try either a beginning year or end year. • You can include multiple events in your search. However, do this when you are looking for a specific type of record that contains all of those events. For example: <ul style="list-style-type: none"> - To find a death certificate, you might want to search with both birth and death events. Death certificates often include both birth and death information. - To find a birth certificate, include only a birth event. Birth certificates do not contain death events.
Submission ID	Enter the submission number that identifies the Pedigree Resource File submission that you want to see.	On FamilySearch.org, the submission ID is listed on records from the Pedigree Resource File.
Reset form	Click this link to delete all of the information for this search.	Click this link when you are ready to try a new search.
Match all exactly	Click this option to have the system	If you use this option and do not find what you need, try your search again without it.

Option	Instructions	Tips
	find only records that match everything you entered exactly.	Repeat your search even if you think you know exact names, dates, and places.

Searching with Ancestral File Numbers

To see these options, click the **AF Number** link, which is located above the Ancestral File and Pedigree Resource File check boxes.

Option	Instructions	Tips
Ancestral File number (AFN)	Enter the individual's Ancestral File number. (This is a unique identification number that was assigned to each individual in Ancestral File.)	Because people often include Ancestral File numbers in their submissions to the Pedigree Resource File, searching with an Ancestral File number often finds records from both databases.
Reset form	Click this link to delete all of the information for this search.	Click this link when you are ready to try a new search.

Using the Library Catalog to Find Records That Are Not Online

To find out whether anything in the FamilySearch collection can help your research, search the library's catalog.

Searching the library catalog is much the same as searching for historical records or trees. Instead of records about individuals or families, your search results describe other types of records that might contain the information that you need.

Tip: The version of the catalog that is currently on familysearch.org is in beta. This means that it does not yet have all of the features that the previous version has. To use the previous version, click **previous version**.



1. If you are not on the Home page, click **FamilySearch Home**.
2. If the catalog search options are not already open, click **Catalog**.
3. Click the **Search** drop-down list, and click the type of search that you want to do.
 - If you know a place where information about your ancestor might have been recorded, such as a birthplace, click **Place-names**.
 - If you know the last name of an ancestor, click **Last names**.

Tip: This search is especially useful for finding family histories.

- If you know all or some of the words in the title of the item that you want to find, click **Titles**.

- If you know the name of the individual or organization that created the record or wrote a book, click **Author information**.
- If you want to see what the library has about a certain subject, click **Subjects**. The subjects used are from the United States Library of Congress.
- If you know a book's call number, click **Call numbers**.
- If you know the number of a microfilm, click **Film numbers**.
- If you want to enter a few keywords and see what the library has, click **Keywords (beta)**.

4. Enter your search terms:

Tip: You can use wildcards in every search except the film number search. Enter * to replace zero or more characters. Enter ? to replace one character.

Type of Search What to Enter

Place-names

1. Enter as much of the place-name as you know.
2. From the drop-down list, select the place that you want.

Try your search with several places. Records about your ancestor may have been kept by many civil and religious institutions. So if you do not find the records listed in the city or county, try searching the state, province, district, or country.

Last names	Enter the last name.
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Titles	Enter as many of the words from the title as you know.
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Author information	<ol style="list-style-type: none"> 1. In the First and Middle Name(s) field, enter the author's first and middle name. If the author is an organization, leave this field blank. 2. In the Last or Corporate Name field, enter the author's last name. Or enter the name of the organization that created a set of records.
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If the item has more than one author, you can search for one at a time. Use the Entire catalog search if you want to enter the names of multiple authors as keywords in one search.

Subjects	Enter the subject.
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- Type more words to get more specific results. Type fewer words for a broader search.
- You can enter the words of the subject in any order.
- You do not need to enter hyphens between the levels of the subject headings.

Call numbers	Enter all or part of the call number. You do not need to worry about capitalization.
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To find items that are located near each other on the library's shelves, type at least the first 8 characters of the call number.

To include the first and second lines of the call number in your search, type a space between the lines.

Film numbers	Enter the complete microfilm number.
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Type of Search What to Enter

Keywords (beta) Type one or more words that describe the entries you want to find. You do not need to include words such as “a,” “of,” and “in.”

Tip: Type as many specific or less common keywords as you can. For example, if you want to find entries about the Wilson family who married into the Kitzmiller family and lived in Maryland, you obtain better results if you type **wilson kitzmiller maryland** than if you type **wilson**.

5. Click **Search**.
A list of search results appears.
 - If you conducted a place-names search, the results show the types of records that are available for that place. The number indicates how many catalog entries are in that record type.
 - If you conducted another type of search, you see a list of matching catalog entries.
6. If you conducted a place search, click the record type that you want.
The available records open beneath that record type. You can open as many record types as you want.
7. If you did not find what you want, try one of these strategies:
 - To refine your search, add or delete items in the search fields, which are located in the upper-left side of the search results. Then click **Search**.
 - To filter your search, click a filter. The available filters are located beneath the search fields, along the left side of the screen. The number that is next to the filter name indicates how many of your search results are in that record type.

Note: Filters are not available when you do a place search.

 - To conduct a different type of catalog search, simply empty the fields in the upper-left corner. Select the search type, enter your search terms, and click **Search**. You do not need to return to the home page unless you want to search Historical Records or Trees.
 - If the system finds more results than fits on the screen, numbered links appear at the bottom of the list. Click these numbers to see each page of search results.
8. To see a catalog entry, click it.
To print a catalog entry, click the **Print** button, which is located in the upper-right corner of the screen.

Downloading and Ordering Family History Products

At the FamilySearch Store, you can download and order products that can help with your family history research.

Currently, the store has only one item: a video of a family history celebration. You must use the previous site to download Personal Ancestral File and the other items that are available there.

- To download the celebration video, scroll to the bottom of the screen, and click **Store**.

- To download Personal Ancestral File (PAF) and software from FamilySearch affiliates, scroll to the bottom of the screen, and click **Products**.

Learning How to Do Family History

The FamilySearch website provides several tools that can help you learn how to do family history research.

1. Click **Learn**.
2. Select the type of content that you want:
 - To see a series of short videos that tell you how to begin your family history, click **Get Started Now**.
 - To search for articles about doing family history research, click **Research Wiki**.
 - To see a list of online classes, click **Research Courses**.
 - To participate in forums, where you can ask questions and get answers about doing family history research and using FamilySearch products, click **Discussion Forums**.