

Lesson 1 Help Center in New FamilySearch

The following exercises will be done using your LDS account in <https://new.familysearch.org>

There are three places on the home screen to access the Help Center

- A. On the left hand side at the end of the list of functions
- B. At the bottom of the screen – “help center”
- C. “Help With This Page” is at the upper right hand corner of the screen under the patron’s name

1. Click on the bottom of the screen on “help center”. Now close out at the upper right hand corner that says “close help center”.

2. Click on the left hand side of the screen on “help center”. Are they the same or different?

3. Scroll down the screen using the tool bar on the right hand side of the screen. You will see several general areas with sub-subjects to choose from. These are:

- Ask a question
- Our Most Requested Solutions and Answers
- Video Demonstrations
- Especially for new.FamilySearch.org
- Especially for Indexing
- Self Help

4. Go to the first topic on “Our Most Requested Solutions and Answers”. These are documents that change constantly, so check on them regularly.

- A. Click on “See the whole list”.
- B. Click on one of them and view the document.
- C. What is the document number? (Upper left hand corner of the screen)
- D. Look for the magnifier on the document and make it larger. Click on the

magnifier with the – sign and make it smaller.

E. Go back to the last screen and click on another document.

F. There is a print icon to the right of the document number.

5. Go back to the main screen and click on a video under “Video Demonstrations”. Watch some of these demonstrations; they may be helpful for your own genealogy.

6. Click on the box at the top of the page that says “Ask a question”

A. Type in the question – How do I unreserve temple ordinances

B. click “search”

C. You will see several “search results”

D. Click on one of these.

E. While reading the document, what does it say to click on to unreserve the ordinance?

7. Go back to the “ask a question box” at the top of the screen. Type in the question “What do I do if I forget my password?”

A. What is the number of the document?

B. Can you get a new password?

C. Close this screen

D. Find out how to get a membership record number by using the question on the registration part of this page.(Under “focus your results) How can you get it?

8. When looking at one of the documents, look for the print icon next to the document number. Click on it so you can see what appears. You don’t have to print the document unless you want to.

9. You can also type a document number in the “search” box to retrieve a document. Go to the “search” screen.

A. Type in the number – 105643

B. What result did you get?

C. Click on the title of the document.

- D. When did live baptisms start in the St. George temple?
10. Go to the bottom of the screen and click on the rectangular box that says “self-help”. What happens?
11. Click on the blue rectangular box that says “Local assistance”. You can now see the people in your ward who are listed as ward consultants.
12. Click on the blue rectangular box that says “Community assistance”. You are now on the “forum” page. This is another class that will take a considerable time to learn. When a forum class comes up, please go to it to see how this works.
13. Click on the blue rectangular box that says “Contact FamilySearch.: You can call support or send a message.
- A. Look at “view your existing cases” on this screen.
- B. The screen will open and you will see cases that you have submitted from the “send us feedback” screen. If cases are still pending, you will see the case #, date submitted, status and description. When someone from support answers your feedback the case then goes into a closed case file. You can view all the cases you have submitted and that have been closed when you click on “view closed cases”. If the case was closed and you did not get the answer you thought would answer your question you can click on the number of the case and add a note and reopen the case.
14. Click on the rectangular box that says “Feedback”. From this screen you can report a problem or share your ideas. There is a brown rectangular box to the right of the screen that says “Feedback” that will put you on the same screen.
- A. Click on “click here to report a problem” .

15. Click on the “training and resources” rectangle. Become familiar with where this section is going.
16. Continue to work with the help center and all the tabs.

Family Tree and Family Pedigree With Details Views

The following exercises will be done using your LDS account in <https://new.familysearch.org>

Click on “See Me and My Ancestors”
Click on “Change View” – at the top left hand side of the page

There are two items to choose from *Family Tree* and *Family Pedigree With Details*. The one that is checked is the screen you are on. Click on *Family Tree*.

When you click on this box another option will come up. Click on the arrow in this box and click on *Individual List*. This lists people showing on the screen in your pedigree (not everyone).

Click on the same arrow and go back to *Family Tree*.

There is a hand somewhere on this screen. Click on the hand before you move the hand. Now move the hand several times back and forth.

On the left side of the screen is a vertical + and – bar. Move the little arrow on it and watch what happens. Adjust it to the size you want.

To the right of this bar is a square that looks almost like a diamond and has four arrows in it. Click on these arrows and watch what happens.

Look at your family tree view. On each set of parents you will see a temple above the

husband with a check mark, a lock or a green arrow. This indicates ordinances that need to be done, in process, or completed. (These will be covered in a later lesson.)

Move the screen using your mouse until you come to the end of your pedigree. There will be arrows indicating if the pedigree goes farther back. Click on one of these arrows. Keep clicking on arrows until you feel comfortable moving the mouse. When you come to the end of a pedigree line there will be no more arrows.

You will see arrows going in the opposite direction. Click on one and watch what happens. Look for the dark box with a white down arrow in it. It is located in front of a couple's pedigree box. It indicates multiple parents. From this screen you can resolve duplicate parents (like the asterisk in the pedigree with details screen). You can also select default parents.

There may be an arrow above or below the name of someone on your screen. Click on this arrow. If the arrow is above the husband, it will show other husbands of the wife. If the arrow is below the wife it will show the wives of the husband. From this screen you can resolve duplicate spouses or select default spouse. When selecting the default spouse, it will always show the spouse that you want.

Click on one of your ancestors. On the right side of the screen it will list his name, PID #. This gives a summary of the person you clicked on. You can also add parents, spouse or child from this screen.

From this screen click on:

1. Details – then click the X in the *close* box in the upper right corner of the screen (do not click on the red X)
2. Family Group record - then click on *close window* in the upper right corner of the screen (do not click on the red X)

At the top of this screen there are 4 icons:

1. The gold icon shows the pedigree line of the person you were on.
2. The one to the right will shift the pedigree.
3. The one to the right of this one shows the ancestors of the person you have highlighted.
4. The one to the right of this one shows descendants. You can see the children of that ancestor.

There is a small rectangular box to the right of the *family tree* box that says *Go to*. When you click on that box it will show you the history of whom you have clicked on.

Go back to the *Family Tree* box and click on *Family Pedigree With Details*.

There are several places where you can see arrows.

1. To the left of each name
2. To the right of the names on the far right of the screen

Click on the arrow to the left your father. Where does he go?

Now click the arrow to the left of your name and you will be back in the main position.

Click on the arrow to the left of your grandfather. Where does he go? He has moved two positions and is now in the main position.

Click on the *history* arrow at the top of the screen and click on your name. You will now be in the main position.

Click on one of the arrows on the far right of the screen. How many positions does it move?

To the left of the details of the screen are 9 options to choose from to look at a person's information.

Click on one of your deceased ancestors. Click on each of these options to see what it will show you about that ancestor.

Remember:

Whatever screen view you are on at the time you sign off will be the screen that will come up when you sign on again.

Practice using both screen views and use the one you feel most comfortable with.

From now on in the lessons feel free to do the activities over and over until a level of comfort comes with each concept. Some individuals can retain a concept after repeating it a couple of times. Other individuals need more practice. Feel free to create names or dates etc. , to get as much practice as is needed to understand each activity.

At any time your account can be terminated and a new account with fresh data can be established. The link to doing this is on the first page of the training web site.

Lesson 2

General Overview

The rest of the exercises will be done using your LDS account in <https://training.familysearch.org>

The program you are using is not NFS. It is a sandbox that you can play in and not hurt any real data. As you do the exercises feel free to play around; add people and change the data. Do the assignments more than once if you need to.

Goals of New FamilySearch are: reduce the duplication of ordinances and research; simplify the process of preparing a name for ordinance work; and provide a way for families to work together to find, organize, and link their ancestors into families. (See help center document 100317)

New FamilySearch gathers all records into one database so it is easier to see what information is available about an ancestor. Collaboration of efforts between relatives has become possible. The program shows who has and is doing work on your lines and makes it possible to contact them. Adding new information and making corrections has become easier. Combining duplicate records is now possible. Preparing names for temple work can be done at home. A form can be printed and taken directly to the temple where cards are printed.

New FamilySearch contains the Ancestral File, Pedigree Resource File, temple records, membership records, additions by users, and extracted records. One must remember that the Ancestral File was left with lots of inherent problems and these problems were transferred over to the new program. Many people just make it a habit of submitting old files that have not been cleaned up. All of these problems are now found together in

one location in New FamilySearch. Many opinions about an ancestor are all together in one place. Because of this, we can now, for the first time start to deal with all of the data to determine what information is correct and should be placed in the main pedigree.

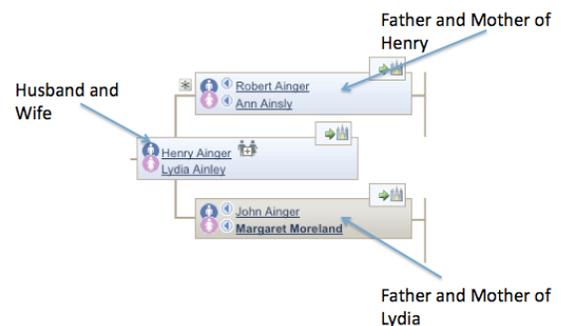
Help is available in several methods. A feedback (located at the bottom of the New FamilySearch page) can be sent directly from the program and a response is usually received within a day. Worldwide Support can be called at 1-866-406-1830 for individual help. Be ready with specific details about your problem when calling.

Question: What are the goals of new FamilySearch?

Question: What records are included in the new FamilySearch program?

Pedigree Format

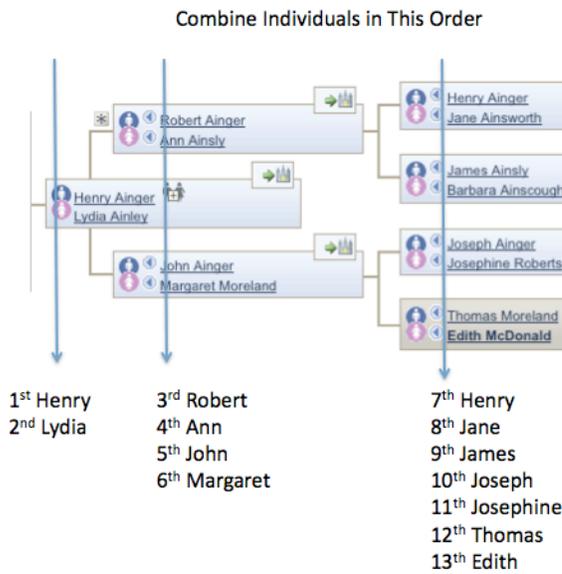
Be very careful with the format of the new pedigree. There are two persons per line and many people have been confused and made a lot of mistakes.



4 Steps to Combining (gathering) Records in New FamilySearch

In order to avoid repeating the process of combining (gathering) records over and over there is a four-step process that makes it easier. Because the way the records are linked together, each of these steps must be done on a three-generation group of people.

DO NOT move people to the main position.
Just click on each individual person.



Combine (gather) all possible duplicates for the remaining six individuals in the three-generation pedigree that has been selected for work. Do not move the pedigree. If an asterisk appears showing duplicate patents do not resolve them until the next step.

Task 1 – Combine all individuals on the pedigree with details screen.

The chart below will help keep track of the duplicates done. Mark them off the check sheet as you combine them.

Name	Individual
Henry	
Lydia	
Robert	
Ann	
Henry	
Jane	
James	
Barbara	

Step one: Start with, Family Pedigree with Details screen. On the bottom of the far left menu, click on Possible Duplicates. Start on your pedigree with Walter _____. The Walter in your file will have a different number than the one below. Does Walter have any possible duplicates?

Click on Henry and do possible duplicates for him. The last name in your file will be different than the one showing in the picture below.

Notice that Henry has a spouse showing when you compared his duplicates. Move Henry to the main position by clicking on the arrow to the left of his name. With Henry in the main position you will notice a “+” sign by his name. This means that he has more than one spouse. Click on the plus sign and you will see that Henry has a wife Lydia. Select the top Lydia and click “continue”. Do possible duplicates for Lydia.

When Lydia’s duplicates were combined her children showed up on the left of the pedigree. Combining duplicates puts families together.

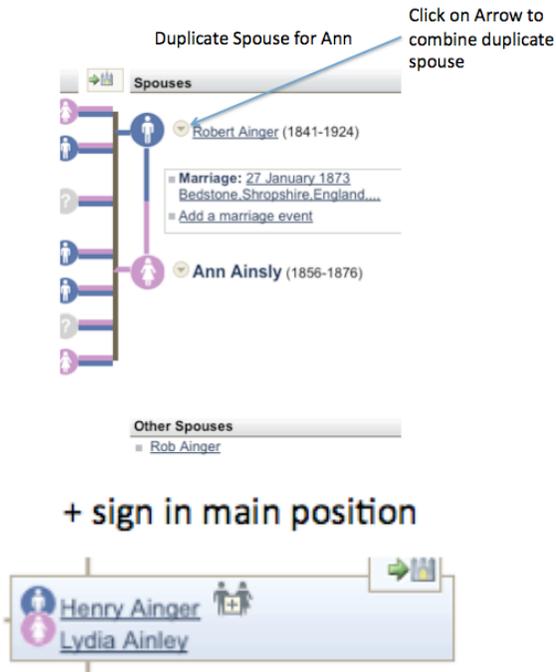
Step two: Combine duplicate parents. Most of the time this step will not be necessary. Do it only if an asterisk shows up indicating multiple parents. Click on the asterisk, go to the tab “resolve duplicate fathers” and follow the steps on the screen. Click on the asterisk a second time and resolve duplicate mothers. Do so for all individuals showing an asterisk in the pedigree. If the parent's names are different leave combining alone until lesson 3 on editing.



Task 2 – Combine duplicate parents of Henry (*’s only) if any show up. Most of the time combining individuals takes care

of multiple parents.

Step three: Combine duplicate spouses. Go to the individual details screen and click on spouses and children. Look on the far bottom right below the parents and see if there are duplicate spouses. If they exist, click on the down arrow in front of the spouse for a menu and choose the pull down for combine duplicate spouses. Check for duplicate spouses on pedigree on each individual on the pedigree. (“+” sign only shows when the individual is in the main position.) You can also go to the “family tree view” and use the blue or pink drop downs.



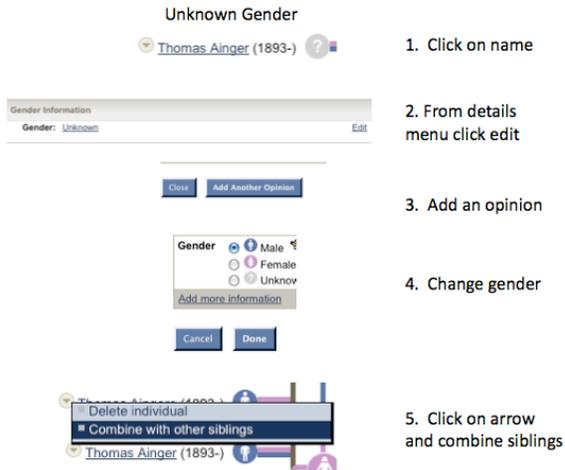
Task 3 – Combine duplicate spouses.

Mark them off in the boxes. (For a challenge try combining some in the family tree view.)

Name	Duplicate Spouse
Henry	
Lydia	
Robert	
Ann	
Henry	
Jane	
James	
Barbara	

These first three steps have combined all the parent information. It is essential that **all** parents’ information be combined before trying to combine duplicate children. Some children are linked only to one parent. If at any time another parent is found, then it usually adds another child that has to be combined later.

Step four: Combine children. Go to the individual details screen and click on spouses and children. When looking on the left side of the screen notice the children. Make sure they have a gender. If there is a “?” give the child a gender. Click on the child’s name - details – go to edit gender and follow instructions. Close screen. You cannot change genders unless you typed them in. Don’t combine two incorrect genders. For example two John’s that are female. If there are duplicates, click on the arrow beside the child with the most correct information and choose the pull down menu combine with other siblings. In the real world use your own data base for comparison and be careful with this step. Look at the children for all couples on the two-generation pedigree **without moving the pedigree.**



family group. At this point in time records will have to be uncombined.

As a Review - Combine in the following order:

All Individuals first

Then all Parents

Then all Spouses

Do Children last. This saves time for two reasons : 1) you aren't moving the people into the main position and 2) while combining individuals, parents and spouses, more children may be added.

Always leave Henry and Lydia in the main position

Task 4 – Combine children after you have given them genders. Mark off each family in the box when it is finished.

Name	Children
Henry	
Lydia	
Robert	
Ann	
Henry	
Jane	
James	
Barbara	

Our first goal is to get everyone in a folder that is the same person. The computer has combined all of the 100% matches. It is up to us to combine the rest. We can leave the editing alone until we have finished combining. Every time a person is combined, more material that needs editing will show up. Compare dates, places, spouses, children, and other information that will indicate whether this is a duplicate person. If you can't determine a match, then do not combine the records. Don't combine records that have a wrong relationship, for example a wrong parent or child. A sure sign that a mistake has been made is when the screen refreshes and a whole bunch of people shows up that have different surnames and definitely do not belong in the

Lesson 3 Editing

Editing Includes

1. Adding individuals or families
2. Changing or adding data as a contributor from Summary or Details Screen
3. Deleting individual as a contributor
4. Changing or adding data as a Non contributor from Summary or Details Screens
5. Deleting relationships as a contributor
6. Separating Records

The following rules apply to editing:

1. A record can be edited when you are the original contributor. Upon editing the data your information will replace the other.
2. If other contributors have submitted data, the original information stays in the system until everyone has changed the information to match. Getting all information to match is NOT a goal of new FamilySearch. You are a non-contributor, but can add your opinion.
3. Once temple ordinances have been started, the temple also becomes the contributor.
4. Never add living persons except to link to dead people, i.e. if your mother must be added to connect to your grandfather.
Do not add children or grandchildren.

Not all information in the details menu needs to be changed. The computer will use incorrect information for reference to gather other information. Instead, make sure the summary information is correct; then leave it alone. Incorrect dates or places from vital records or sourced records needs to be changed if it is wrong and correct information brought to the top of the summary from the drop down arrow.

It is a **must** that a correct and sourced PAF or a similar database be used while editing. Compare the similarities, differences and sources of New FamilySearch with your database. If the correct information is not in New FamilySearch you can add the correct name, place or date to New FamilySearch, and add a source to prove your information. Change your database to include missing or corrected information from New FamilySearch.

Read and Answer Questions

Question: When can a record be edited?

Question: Why should you have your own PAF or similar database?

Question: What happens to your record when the temple ordinances are done?

READ the following:

Adding a Family or Individual Not in the NFS

There are several ways to add people to New FamilySearch.

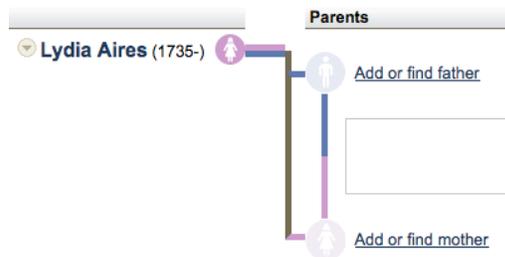
Add Parents

1. To add parents from the pedigree, click on *Add or find husband* to add the father or *Add or find wife* to add the mother



OR

- From the *parents and siblings* view, click *Add or find father* or *Add or find mother*. Add the information you want and follow the prompts until completed.

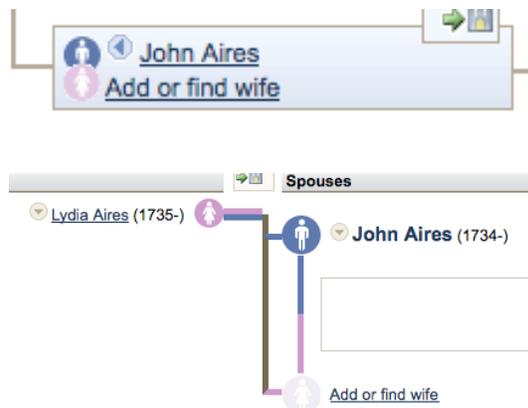


- To add marriage information, click on *spouses and children*. On the right side of the screen click on *Add* or *Add a marriage event*. Follow the prompts.



Add Spouse

To add a spouse from the pedigree, click on *Add husband* or *Add wife*. If you are on *Parents and Siblings* screen or *Spouse and children* screen do the same steps as previously described.



Add a Child

- Select the family that will have the child added. Click on the *Spouses and Children* button.

- On the bottom left of the screen will be a menu called *Children Options*. Click *add or find a child*.

Children Options

- [Add or find child](#)
- [Add or find child with an unknown mother.](#)
- [View relationship details](#)
- [View or add family notes](#)

- The next screen will appear with three menu tabs on the top. The first tab says *Add New Individual*. Click this tab and type in the appropriate information. If you think your person is already in NFS than search for them in the search option.

- Click *continue*

- On the summary screen you will see how the name is organized. If the name parts are correct then click the box *name parts are identified correctly*. Click *done*.

- Be cautious if you use add child from the pedigree option. It will only add children to persons in the main position. Many people have been confused by this option and have added children that do not belong in the family in the main position.



Task 5 – Add Lydia’s Parents and Siblings

Add sources where appropriate

Go to Henry and Lydia
 Add Lydia’s parents and her siblings by using the group sheet that is included with this handout on the following page. (Use the family group record that has John and

Margaret as the parents. Be sure to add their marriage information and make Joseph a female. Now try to add Betsy and Thomas from the family tree view.

Husband John {Lydia's LAST NAME} -1		
Born	21 Mar 1784	Place YOUR BIRTH PLACE
Died	1880	Place YOUR BIRTH PLACE
Married	1 Jul 1809	Place YOUR BIRTH PLACE
Husband's father		
Husband's mother		
Wife Margaret {Your MAIDEN or LAST NAME} -2		
Born	19 Nov 1787	Place YOUR BIRTH PLACE
Wife's father		
Wife's mother		
Children List each child in order of birth.		
1	M	David {Lydia's LAST NAME} PID# -3
	Born	1 Aug 1810 Place YOUR BIRTH PLACE
2	F	Joseph {Lydia's LAST NAME} (FEMALE) -4
	Born	13 Aug 1812 Place YOUR BIRTH PLACE
3	F	Betsy {Lydia's LAST NAME} -5
	Born	25 Mar 1815 Place YOUR BIRTH PLACE
4	M	Thomas {Lydia's LAST NAME} -6
	Born	28 Jan 1817 Place YOUR BIRTH PLACE
5	F	Lydia {Lydia's LAST NAME} (Do not add her again) -7
	Born	18 Apr 1820 Place Leave place alone

Summary Add Date

From the **details** screen of the family you just added (John and Margaret) change names, dates and places of the children - **do not change anything on Lydia**. Add “new information” from the bottom of the screen. Do as many changes as you need to feel comfortable. Don’t forget to Click on Joseph’s name and change his gender.

1. Click on Edit

2. Type in new information

Task 6 – Editing as a Contributor

Discover the difference in editing from the summary and details screens.

From the **summary** screen of the family you just added (John and Margaret) change names, dates and places of the children – **do not change anything on Lydia**. Do as many changes as you need to feel comfortable.

Summary Add Name

What is the difference in editing from the summary or details screens?

Which is easier for you?

Deleting a Child From NFS

READ then do task #7

A child can only be deleted if you are the **original contributor of the information**. If someone else was the contributor they will have to delete the child.

1. From the spouses and children screen” of a family you added, click on the arrow to the left of a child's name. Several menu items will appear. Click on the item *delete individual*.

- ▣ Delete individual
- ▣ Delete relationship to father
- ▣ Delete relationship to mother
- ▣ Combine with other siblings

2. Click *delete*.
3. The next screen asks if you are sure you want to delete this individual. This is a permanent action that cannot be undone. If you are sure, click *Yes*.
4. When the screen refreshes the child will be gone from the family.

Delete an individual when they are not a real person and do not belong in NFS.

Task #7 – Deleting a person

You are going to delete Betsy from John and Margaret’s family. Write down Betsy’s PID number and follow the above instructions for deleting a child.

Now add Betsy back into the family. Click on add or find a child. Search for Betsy by her PID#. What name appears next to the PID#?

Remember, she is gone, but her PID# remains. Any information like sources or notes will also remain with that PID. Close the screen.

Editing Steps if you are NOT a Contributor

READ then do Task #8

Editing can be done from either the *summary* or *details* menu.

Editing Information from Details

1. There may be a single contributor or there may be multiple contributors. A single contributor is listed on the right side of the screen on the details menu.

	Contributors
Edit	API User 1000

If there is more than one contributor the right column will say Multiple. By clicking on the Multiple all of the contributors for the information will be listed. For these exercises only single contributors should show.

	Contributors
Edit	Multiple

Click on Multiple to see contributors.

Contributor Contact Information	
Contributor 1	
Contact name:	API User 1000
Contributor 2	
Contact name:	Walter711999

Correct any wrong information you contributed.

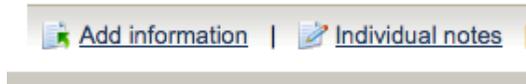
2. Click *edit* on the right of the information to be changed.

Birth: 21 March 1784	Edit	Multiple
Bedstone, Shropshire, England		

3. If you are a contributor a box will appear that contains the incorrect information. Type in the correct information and click *done*.
4. If you are not the contributor no box will appear. On the bottom of the window select *Add Another Opinion*.

Close	Add Another Opinion
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- Type in the correct information and click *done*.
- At the bottom of the details screen there is a menu *Add Information*. Other facts and personal information can be added from this screen.



Task #8 – Editing as a non-contributor

Add a middle name to Ann., Rob’s wife.

Change her birth date. Change other information until you are comfortable changing things.

Click on Add information at the bottom of the details screen and give her the nickname “Cookie”.

Name Information	
<input type="checkbox"/> Name	<input type="checkbox"/> Married name
<input type="checkbox"/> Also known as	<input checked="" type="checkbox"/> Nickname

Editing Information from Summary

- Click the arrow on the right of the information to be edited.
- Select the correct data from the list given. The date and your name will appear next to the changed information.

Name:	Henry Ainger
Gender:	✓ Henry Ainger
Birth:	Henry Aingere
Christening:	
Death:	Add another name
Burial:	6 February 1952 Bedstone, Shropshire, England, ,,,

- If correct data does not appear, then click the bottom choice: *Add Another* (name, birth date or christening date, etc.).

- Type in the correct information and click *done*.

Task #9 – Editing from the Summary Screen

Click on Rob. Using the summary screen bring one of the Robert’s to the top. To the right of the name you will see the date and who changed the information. Click on Ann and bring the birth information that you added to the top. Bring Ann’s name with the middle name to the top.

Task #10 - Discussions

You are going to discuss a problem about one of your ancestors.

Click on one of the people in your file.

Click on the *discussions* on the left bottom of the screen.



- Give a title to the discussion – i.e. Name change, date change, Person not in our family or anything simple.
- Write a description to explain what you are discussing.

John has a middle name
John's middle name is Thomas according to film number 54678

- Click *Post* (If you do not click on *Post* the information you typed will not go into the system.)
- Write down the PID# of the person you wrote the discussion for.

Give that number to a friend or family member. Ask them to search for that number and do a response to your discussion. You can then respond to their post. Now, edit, close or delete the discussion. Or, have them respond again.

Lesson 4 Deleting A Relationship (Unlinking an Individual)

This is done when you are the **contributor** and do not want to delete an individual, but delete relationship (unlink) them to the family and possibly add them to another family.

Task 11 – Delete a relationship

Delete (unlink relationship) David from John and Margaret's family. (Write down David's PID# before deleting the relationship.)

On the pedigree click on the **parent of the child** you want to unlink. (John or Margaret)

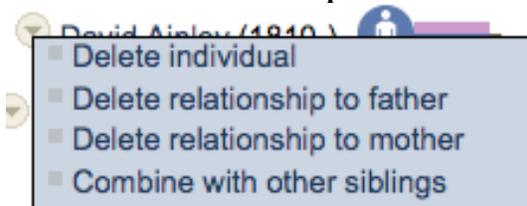
Click on **Spouses and children**

Click on the name of the child (David) and from the **summary** write down the PID #

Close window

Click on the arrow on the left of the child's name (David)

Click on **delete relationship to father**



Click on the circle **delete**

Click on **done**

The process is not finished. The child is still linked to the mother.

Click on the **mother** on the pedigree. (Margaret)



Click on the **unknown** spouse on the bottom right side of the screen.



Click on the arrow to the left of the child's name you want to unlink (David)

Click on **delete relationship to mother**

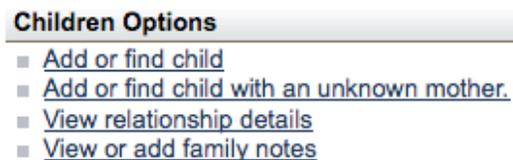
Click **done** (the child is gone)

Task 12– Putting a child back into the family

Put David back into the family (You will need to search for him by the PID#)

Find the family that you want to add the child to. (Go to *Spouses and Children* screen.)

Click on **Add or find a child** at the bottom of the screen.



Find the existing child by the PID # (click on the tab at the top of the screen that says *find existing individual by number*)

Click **add** – now the child shows

Unlink and link other people until you feel comfortable.

Task 13 - Another Way to Delete Relationship If You Are the Contributor

On the pedigree click on one of the children of John and Margaret, that you want to unlink.

Click on **Spouses and children**

Click on the name of the child and from the **summary** write down the PID #

Close window

Go to the bottom of the **spouses and children screen** and click on **View relationship details**

Children Options

- [Add or find child](#)
- [Add or find child with an unknown mother.](#)
- [View relationship details](#)
- [View or add family notes](#)

Find the child (he will have a blue line drawn to the father and a pink line drawn to the mother).



Click on **edit** next to the blue line that goes to the father.

Click on **delete**

Click on **done**
(The child is gone from this screen)
Click on **close**

From past experience is the child all the way deleted from the family?

Click on the mother's name on the pedigree.

On the bottom of the spouses and children screen click on the unknown spouse and move it to the top position.

Click on **View relationship details** at the bottom on the screen

Click on the **edit** next to the mother's pink line.

Click on **delete**

Click **close** (the child is gone)

Find the family that you want to add the child to. (Add the child from the bottom of the *spouses and children* screen

Click on **Find existing individual by number**

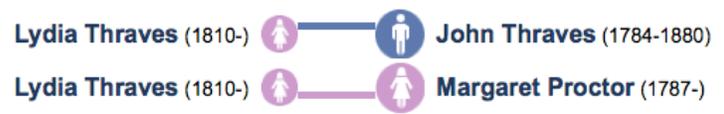
Add (child shows)

Task 14 – Deleting a relationship of a child from a family you did not contribute

Go to Robert and Ann's family and try to unlink Mike from the family. What happened?

Relationships

Go to John and Margaret's family in spouses and children view. Click on "View relationship details".

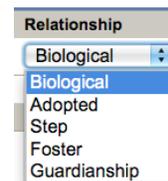


Notice that the child Lydia shows a relationship both to a father and a mother. On the far right it shows that this relationship is Biological.

[Biological](#) [Edit](#)

[Biological](#) [Edit](#)

Click edit and toggle between the different relationships. Notice the lines between relationships and how they change.



Separating Records

You might need to separate records when you see wrong spouses, parents or children in a record.

Task 15 – Separating Combined

Records

Go to Henry and Jane's family. Combine Jane and Alison so they are the same person. (Click on the arrow in front of Jane and combine spouses.)



Go to details screen for Henry's spouse (Jane or Alison). Why do both names appear in the details screen?

Follow these steps to separate:

1. Click on the name of Henry's wife (either Jane or Alison, whoever shows)
2. Click on **Summary**
3. Click on **Combined records at the bottom of the screen.**

[Individual notes](#) | [Individual sources](#) | [Combined records](#)

The first column on the screen has the combined PID# for everyone who has been combined. Each name on the screen has a different PID#. If you search for someone on the summary/pedigree screen with a PID# other than the one in the first column, the computer will always show the combined record PID#. This may appear confusing to someone who writes down all the PID#'s and searches by the PID# of an individual. They may think that they have the wrong person, but the PID# that comes up is the one that is referred to in the combined folder.

Combined Records
Alison Airay (1819-1819)

Records: 1-5 of 8 Records per page: <<First Page <Previous 1 2 Next>

Combined Record	Record 1: Contributors (1): API User 1159,...	Record 2: Contributors (1): API User 1159,...
Name: Alison Airay		Alison Airay
Name: Henry James Ainger	Jane Ainsworth	
Name: Jane Ainsworth		
Gender: Female	Female	Female
Birth: 08 Apr 1819 Bedstone, Shropshire, England,....	08 Apr 1819 Bedstone, Shropshire, England,....	18 May 1819 Bedstone, Shropshire, England,....
Birth: 18 May 1819 Bedstone, Shropshire, England,....		
Death: AFT 1819	AFT 1819	
Person KWQL-XXM identifier:	KWQ7-41K	KWQ7-HMM
Spouse: Henry James Ainger	Henry James Ainger	
Spouse: Henry James Aingere		
Spouse: Henry Ainger	Henry Ainger	Henry Ainger

Look at the top of the screen for **records per page**. If there are more than 5 records in the folder, click on the drop down arrow and click on the number that will cover all the names in the folder.

Look at the combined records column to find mistakes in relationships or incorrect people who have been added to this record.

Look at each column. When you find the name(s) that do not belong in your file, click on the white box above their name. Then separate the records that do not belong.

4. Take out all the Janes OR all the Alysons
5. Separate selected records
6. Click Yes
7. Click Close

REMEMBER: all the files you separate at one time are combined into 1 folder
Click on Henry in the pedigree and see that he now has two wives in the spouses and children screen.

Task 16 – Practice separating more records

Go to Robert and Ann's family. Separate Rob and Robert. Combine them back together by going to possible duplicates advanced. Make the name Rob instead of Robert and remove the wife's name.

Lesson 5

Task 17 – Creating a GEDCOM to Import into new FamilySearch

Go to your file on the sandbox and **write down Margaret’s last name and her PID#**. (We are going to add her parents using a GEDCOM file). Now minimize New FamilySearch.

Creating a GEDCOM

Type the following family to your electronic database. Add the parents of Margaret on you pedigree. Double check your pedigree to be sure the names match.

Father

Harold (Margaret’s last name)

B. 21 Jan 1762

Make up a birthplace

Mother

Hariet (make up a last name)

B. 17 Mar 1763

Make up a birthplace

Children

Daniel - born 27 may 1789

Barbara - born 7 Jan 1791

Make up a birthplace

When importing a GEDCOM file care should be taken not to duplicate any records already in NFS.

Task 18 –Follow the directions for your electronic data base and export a GEDCOM.

Write down the location on your computer where you saved the GEDCOM.

Task 19 - Importing a GEDCOM to new FamilySearch

1. Click on **add information which is found on one of the top tabs.**

2. Click on **contribute a GEDCOM file**
3. Click on small white box that says “I have compared . . .”
4. Continue
5. Choose a file from “browse”. To find the file you need to remember where you saved the file.
6. Click on file – choose the file that **YOU** imported
7. Continue
8. See the results later
9. Click on the **Home tab at the top of the screen. A new menu shows up on the left called GEDCOM files that I added. Click on that menu, and then click on the GEDCOM with your name on it.**
10. When the family comes up, click on **See list** in the middle of the screen.
11. Click on **Go to** on Harold’s name. Harold’s family should now show up.
12. Click on Harold
13. Click on *spouses and children*
14. Click on *Add or find a child*
15. Click on *Search*
16. Click on *Search by number* tab
17. Type in Margaret’s PID# and click on **Add**. Margaret is now added to the family.
18. Go to the history tab at the top and click on **Henry**.

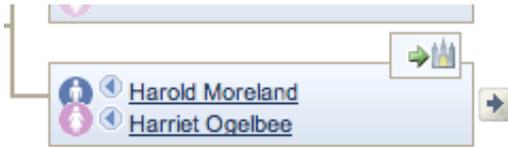


Now you can see the pedigree with the new family.

Temple Submission

Task 20 – Temple Submission

We added Harold's family to our pedigree. Lets do his temple work. Notice on the pedigree the green arrow by his name.



This arrow shows us that someone in Harold's family need to have ordinance work done.

1. Click on the green arrow. How many individuals in the family show ready?

When the family comes up there are small boxes to the left of each name. If you don't want to do some of those names click on the boxes to remove the check marks on those names you do not want to do

2. Uncheck all boxes except Harold and click continue.
3. Read the temple policies and then check I have read and add to temple ordinance list.

I have read and will comply with the above statements.



If the computer finds any duplicates for Harold you will need to determine if the records need to be combined. Be careful and if there is any question say no.

If you have more names to select, click *close*

4. When you are finished adding names, click on Go to Temple Ordinance list.

Harold should be visible in your reserved file.

5. Go back to Me and My Ancestors and add some more members of the family to the reserved list.

All names that you have added should show up in the reserved list. If there are lots of names you may have to scroll down the list to see them all.

By clicking on the bar at the top of the information you can change the order – i.e. if you click on the *last name* you will alphabetize your list; if you click on *date submitted* you will see the oldest submitted to the most recent.

Double check names, dates and places of the people you want to submit. Whatever shows up on the screen, or not on the screen, will be on your temple card. The information on the reserved list comes from the summary screen. If something does not appear the way you want then go back to that person and change the summary screen.

On the right side of the screen you can *reassign* or *unreserved* those you do not want to do.

Use the drop down arrows by the box that says *reassign* and reserve some ordinances for the temple and some for yourself. (You cannot choose which temple the ordinances go to.)

6. Practice assigning ordinances to the temple. Try all combinations you can think of and see what happens.

7. Unreserve one of the individuals from the temple list (write down the PID#) and then reserve this person again for temple ordinances.

8. Choose which people you want to do temple cards for, click on the box to their left.

9. Follow the prompts and print a family Ordinance Request. Do not take this paper to the temple.

For the next exercise go to
<http://new.familysearch.org>

Use the family tree view and expand your pedigree. Look for people who need to have temple work done.

Look at you database to be certain these people fit in your line and that they are in the proper family.

If you feel comfortable about these individuals reserve them for temple work.

Feel free to redo your account and start over with fresh data. Practice makes perfect.