

## FAMILY SEARCH BASICS

Carma Lee Ellingson, 2016 Family History Conference Handout

### As you use FamilySearch...

**BE PERSISTANT:** Try, try, and try again.

**EXPLORE:** Do not be afraid to click and explore FamilySearch. The best way to learn is by doing.

**BE PATIENT:** FamilySearch is still being refined so if something has changed from the last time you used it do not get frustrated; just realize they are listening and responding to feedback, thus making FamilySearch better and better.

**GOOGLE:** If you cannot find something searching within FamilySearch do a Google search. Google will bring up links that take you directly into FamilySearch.

### NAVIGATION TIPS

**Clickable links:** Place your cursor over words and icons throughout the site, if they change colors or a line appears under the word you can click on them and be linked to another place within FamilySearch.

**More than one way:** Remember there is always more than one way to find something!

### HOME PAGE

**The FamilySearch Icon:** In the upper left corner of every page, this icon always takes you back to the Home Page when you click on it.

**Family Tree, Memories, Search, Indexing:** Going right from the FamilySearch icon you see these words. They are all clickable links within the site...

**Family Tree:** A collaborative tree, shared by all FamilySearch users. Any member can add or edit names and information for any deceased person in the tree. The result is a worldwide family tree with about one billion names.

**Memories:** In this section you can post photos, stories, documents, and audio recordings. They can be labeled and attached to multiple individuals.

**Search:** This area can be used whether you have a FamilySearch account or not. It contains billions of family history records, genealogies, a catalogue, digitized books, and the Wiki. Wiki is invaluable for family history research. There are over 84,000 articles on all aspects of genealogy: how to, where, why, what and when. Within its articles are links to millions of sites elsewhere on the Internet and to databases containing billions of names.

**Indexing:** Explains what indexing is, teaches how to do it, and offers help.

**Sign In:** Right side. Create an easy to remember Username and Password. Once signed in your name appears on the home page. Click on it to change your settings, add to your source box, and sign out.

**Free Account:** Right side. Accounts are free. Information is never sold or used to solicit for any reason. *Make your email public. This allows other family history enthusiasts to contact and collaborate with you easily.*

**Get Help:** Upper right corner. Help is available 24/7. You can call, message, or search within the system for help using the links in this dropdown.

**Middle Section of the Page:** This area is customized for each person who has an account. It has learning opportunities, shows recommended tasks, recent ancestors reviews, has a to-do list you create, lists recent changes or additions to your tree, and displays other information FamilySearch has found for your ancestors.

**Bottom of the page:** More clickable links within the site...

About Blog Feedback Site Map App Gallery Cookie Consent English

**About:** Is like a brief history of FamilySearch.

**Blog:** Check this frequently. There is a monthly post about what is new in FamilySearch. There are articles about multiple aspects of family history and links to places. You will find the posts both interesting and beneficial.

**Feedback:** Allows you to give feedback about the site and to make suggestions.

**Site Map:** Is sort of like a table of contents. Is filled with excellent links for information, explanations, and helps for using all the aspects of FamilySearch.

**App Gallery:** Contains links to products within FamilySearch and independent apps that may be helpful to you. There are free apps as well as those that cost. Many of the apps sync with FamilySearch.

**Cookie Consent:** Helps you manage your cookies as you use the FamilySearch system.

**English (or Language):** Allows you to change the language in which you view FamilySearch into any of ten different languages.

\*\*\* The best way to learn how to use FamilySearch is by exploring the site. I suggest you go to Site Map at the bottom of any FamilySearch page. Pick something you wish to learn, then open and study all the links therein.