A User’s Guide to the New FamilySearch™

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Chapter 1

Introduction to the New FamilySearch™

The new FamilySearch™ (http://new.familysearch.org) helps members of The Church of Jesus Christ of Latter-day Saints perform temple ordinances for their ancestors. FamilySearch makes it easy to do the following:

• See what information the Church has about you and your ancestors.
• Work with others on shared family lines.
• Add new information and make corrections.
• Prepare the names of your ancestors for temple ordinances.

What the New FamilySearch Does

FamilySearch Lets You See What Information the Church Has about You and Your Ancestors

In FamilySearch, you can easily see what information the Church already has about you and your ancestors.

In addition to names, dates, places, and relationships, you will also see notes and sources if the original contributors provided them. FamilySearch contains hundreds of millions of records about individuals. This information came from many different sources:

• Information that users enter directly into FamilySearch or contribute with a GEDCOM file.
• Ancestral File and Pedigree Resource File. FamilySearch contains information from these computerized databases, which the Church published to help Church members and other family history enthusiasts coordinate family history research.
• Church membership records. FamilySearch contains information from membership records of The Church of Jesus Christ of Latter-day Saints. Much of this information is about living people. For information about how FamilySearch protects information about living people, see “Protecting the Privacy of Living People” on page 10.
• Temple ordinance records. FamilySearch contains information about temple ordinances that have been performed.

FamilySearch Helps You Work with Others on Shared Family Lines

FamilySearch helps you work with others to make sure your family history is as accurate and complete as possible. To make this possible, FamilySearch keeps track of who contributes which information. Depending on how much contact information a contributor chooses to display, you may be able to contact him or her by e-mail, standard mail, or telephone.
As you look at your family history in FamilySearch, you will find places where an ancestor is missing or has incomplete information. When this happens, you first want to see if someone else has added that individual:

- Before you add a new individual or family, search FamilySearch to see if someone else has already added that information. If you find it, you can just connect it to your family line. There is no need to enter it again. For instructions on adding new individuals to a family line, see “Adding Individuals to Families in Your Family Line” on page 55.

- Another way to see if someone else has already entered information about an individual is to see if FamilySearch can find any possible duplicates. If it finds a possible duplicate, you decide if the information is about the same individual. If so, you can combine the information. All of the information will be preserved. For more information about possible duplicates, see “Combining Duplicate Records” on page 92.

After an individual’s information is combined into one record, everyone can see and work on it together to:

- Evaluate the accuracy of the information
- Make corrections if needed
- Add notes and sources
- Dispute incorrect information
- See that temple work is done if needed

**FamilySearch Lets You Add New Information and Make Corrections**

In FamilySearch you will find yourself in an environment where you can work with others to identify the correct information and preserve the most accurate information that can be found about your family.

- FamilySearch protects your information. When you contribute information, only you can change or delete it. If other users contribute different information about the same ancestor, FamilySearch keeps this new information in addition to your information.

- In FamilySearch, you can easily add new information. You can also correct the information that you added previously.

- Information about deceased individuals is available instantly to other users. If you contribute information about individuals who may still be living, only you will be able to see it. For more information, see “Protecting Information about Living People” on page 51.

- Instead of providing other information, some users may indicate disagreement with a piece of information. This is called “disputing.” A user who enters a dispute should include a detailed explanation so that everyone can see why he or she believes the information is incorrect. The dispute can then start a discussion among contributors, which will ideally lead to the most correct information being identified and preserved and incorrect information being removed.

- You can choose not to see information that was contributed by others. For instructions, see “Setting Preferences” on page 18.

**FamilySearch Helps You Do Temple Ordinances for Your Ancestors**

FamilySearch simplifies the process of preparing the names of your ancestors for temple ordinances.

- FamilySearch automatically determines whether there is enough information for an individual’s or family’s temple ordinances to be done. If there is, FamilySearch tells you that the ordinances are “Ready.”
• FamilySearch then helps you determine if the ordinances have already been completed.
• If the ordinances are not already completed, FamilySearch helps you prepare a “Family Ordinance Request,” which is a report that you can take to the temple to do the ordinances.

For more information about how to do the ordinances, see “Doing Temple Ordinances for Your Ancestors” on page 109.

**Protecting the Privacy of Living People**

FamilySearch considers that an individual may be living if both of the following situations apply:

- He or she was born within the last 110 years or married in the last 100 years.
- The record contains no death information.

To protect the privacy rights of living people, FamilySearch limits the amount of information that you can see about individuals who may still be living:

• If you contribute an individual who might be living, only you can see him or her. Other users, even close relatives and the individuals themselves, cannot.

• Some of the information that you see about you and your immediate family came from Church membership records. From these records, you can see the following information about individuals in your family if they are still living:
  - The names and genders of your current spouse, parents, grandparents, and other direct ancestors.
  - The names, genders, and birth dates of your children who are younger than 18 years old.
  - The names and genders of your children who are more than 18 years old.

The only way to see other living family members, such as grandchildren, in-laws, aunts, uncles, and cousins, is to contribute their information yourself. But remember, only you will be able to see this information.

• You will not be able to see ordinance information for any individual who is still living, including yourself. Only local priesthood leaders are authorized to provide that information.

In FamilySearch, you can easily identify individuals who may be living:
In the details and on the family pedigree, the individual’s name is displayed in light blue italics.

The word Living appears.

Registering to Use the New FamilySearch

Before you can use FamilySearch, you need to register. Registration is required so that we can protect your privacy and the information that you contribute to FamilySearch.

Even if you have already registered to use the www.familysearch.org Internet site, you still need to register to use the new FamilySearch (http://new.familysearch.org). If no one else has already registered with your user name from www.familysearch.org, you can use the same user name as your sign-in name for the new FamilySearch. You can use the same password in both places as long as it meets the security requirements for both places.

Information That You Will Need to Provide When You Register

Before You Register

Before you register, please contact your ward or branch membership clerk. He can provide the following information, which you will need when you register:

- **Your membership record number.** This number appears on your Church membership record and on temple recommends.

  **Note:** Because your membership record number is copied by hand onto your temple recommend, it may contain errors. If you have problems registering, please ask your ward or branch membership clerk to verify the number.
• **Your confirmation date.** This is the date that you were confirmed a member of The Church of Jesus Christ of Latter-day Saints.

You will use your membership record number and confirmation date once at the beginning of the registration process. You will not need them again unless you forget your sign-in name.

**When You Register**

When you register, you will need to create the following information:

• **Sign-in name.** A sign-in name is a sequence of characters that you select to identify yourself. You will need to enter both your sign-in name and your password each time you use FamilySearch. You should always keep your sign-in name private and not give it to others.

• **Password.** A password is a sequence of characters that you select to help you sign in to the computer system. You will need to enter both your sign-in name and your password before you can use FamilySearch. You should choose a password that you will be able to remember but that others cannot guess. You should always keep your password private and not give it to others.

• **Password recovery questions.** A password recovery question is a question that you select and answer during the registration process. If you forget your password, you can answer the password recovery questions to validate your identity. Then FamilySearch allows you to create a new password.

• **Contact name.** Your contact name is the name that you choose to represent yourself to other people who use FamilySearch. It can be an abbreviation of your full name, a nickname, or any other name that you choose.

Your contact name can either reveal or conceal your identity. You can choose a contact name that hides your identity, and you can also provide an e-mail address or mailing address that others can use to contact you. When others contact you, you can choose whether to reveal more information about yourself.

• **Contact information.** FamilySearch automatically displays your contact name with every piece of information that you contribute. In addition, you can choose to have FamilySearch display any of the following:
  - Your full name
  - Telephone number
  - Mailing address
  - E-mail address

By providing contact information, other people who are doing research on lines that connect with yours can contact you and share information they have gathered. You can use contact information to get in touch with others who might be related to you.

**Protecting Your Personal Information**

Every effort is made to ensure that your personal information is protected. Please see the FamilySearch privacy policy for more information. You will find a link to this policy at the bottom of the Home page.

**Registering for the New FamilySearch**

To register for the new FamilySearch, follow these steps:

2. If you want to use a different language from the one shown on the page, click the language drop-down list, and click the language you want.
3. On the Welcome page, click the **New users register here** link.

   **Note:** If you click the New users register here link and nothing happens, your pop-up blocking software might be blocking this page. Try turning your pop-up blocking software off.

4. Enter your membership record number, confirmation date, and the text that appears in the box as a security measure.

   **Note:** The text in the box is purposely difficult to read. It is a security measure to prevent computer hackers from using automated methods to guess valid numbers.

5. Click the **Continue** button.

   FamilySearch finds the name of the individual whose Church membership record matches the membership record number and confirmation date that you entered.

6. If this is you, click the **Yes—Continue** button.

   Or if it is not correct, click the **No** button, and repeat steps 4 and 5.

   **Tip:** If another individual's name appears, make sure that you have the correct membership record number and confirmation date. If you reenter them and another individual's name still appears, please contact a support office for help. For a list of support office telephone numbers, click the **Help with This Page** button, located in the upper-right portion of the page. Then click the **Help Center**. In the search box, enter the words **Support Office Contact Information**, and click the **Search** button. Click the article titled **Support Office Contact Information**.
7. Read the Conditions of Use page. If you agree, click the I Agree button.
   If you disagree, click the Cancel button. You will not be allowed to register to use
   FamilySearch.

8. Fill out the Complete Your User Profile page:
   a. Review the address shown in the Membership record address field. If you
      choose to have FamilySearch display your mailing address, this is the address
      that will be displayed.

   b. If you want FamilySearch to display a different address, uncheck the Use this
      address to contact me for FamilySearch purposes box. Then enter the
      mailing address that you would like to use if anyone, including a support office,
      needs to contact you by mail.

      Note: If the address in the membership record address field is incorrect, please
      contact your ward or branch membership clerk. He will be able to correct it
      for you. After the clerk adds your correct address to your Church membership
      record, the correct address will automatically appear in your user profile in
      FamilySearch.

   c. If you would like to be contacted by e-mail, enter your e-mail address in the E-
      mail address field.

   d. Then in the Enter e-mail again field, enter your e-mail address again.

   e. Click the Continue button.

      Tip: If you later want to display a different address, get a different e-mail
      address, or change your mind about how much contact information you want
      FamilySearch to display, you will be able to make changes in your user profile
      and preferences. For instructions, see “Changing Your User Profile” on page 17
      and “Setting Preferences” on page 18.

9. Enter a sign-in name for yourself, and click the Continue button.

      Note: Your sign-in name must contain between 3 and 36 characters.

10. Enter your password twice, and click the Continue button.

      Note: Your password must contain at least 8 characters. At least one character
      must be a letter, and at least one must be a number.

11. Select your password recovery questions:
   a. Click the drop-down list, and click a question whose answer is easy for you to
      remember and won’t change.
   b. In the field beneath the drop-down list, enter an answer for the question.
   c. Repeat steps a and b for the remaining password recovery questions.
   d. Click the Continue button.

12. Enter a contact name for yourself, and click the Continue button.

13. Click the box for each type of contact information that you would like
    FamilySearch to display for each piece of information that you contribute.

      Note: If you are younger than 18 years, you will not be able to display your e-mail
      address.

14. Click the Continue button.

15. Review the information that you provided. If you find errors, click the Edit
    link that is next to the information you want to change. After you correct the
    information, you will need to go back through the rest of the registration process
    until you see the summary page once again.

16. If you want to print a copy of the summary page, click the Print button.

      Tip: Your password will not be printed on the summary page. If you are concerned
      that you will forget it, you may want to write your password on the printout. Then
store this printout in a place where you can find it again if needed and where it will be protected from others seeing it.

17. When you are finished, click the **Done** button.

### Signing In

Each time you use FamilySearch, you will need to sign in. This allows FamilySearch to give you the following benefits:

- It can show you the information that it has about you and your ancestors.
- It can list you as the contributor of all changes that you make to information in the system.
- It can protect the information that you contribute to the system from change by others. Since it knows what information you contribute while you are signed in, it can prevent anyone else from changing it.

To sign in, follow these steps:

2. If you want to use FamilySearch in a language different from the one shown on the page, click the language drop-down list, which is located in the upper-right portion of the page. Then click the language you want.

   **Note:** If you always want to use FamilySearch in a specific language, change your preferences. See “Setting Preferences” on page 18. If you select a language in your Preferences, you will not have to select that language each time you sign in. Your preferred language will appear automatically. The language setting in your preferences also specifies the language that will be used on your family ordinance cards.
3. In the Sign-in name field, enter the sign-in name that you chose when you registered.
   If you forgot your sign-in name, see “Finding a Forgotten Sign-in Name” on page 16.

4. In the Password field, enter the password that you chose when you registered.
   If you forgot your password, see “Changing a Forgotten Password” on page 17.

5. Click the **Sign In** button.
   FamilySearch will give you the opportunity to see an overview titled “Introduction to FamilySearch.”

7. To see the overview, click the **Start the Overview** button.
   Or to skip the overview, click the **Skip the Overview** button.

   **Tip:** If you do not want FamilySearch to give you the opportunity to see this overview each time you sign in, click the **Don’t show this page on start-up** option. If you change your mind and want FamilySearch to again give you the opportunity to see this overview each time you sign in, change your preferences. For instructions, see “Setting Preferences” on page 18.

**Handling Forgotten Sign-in Names and Passwords**

Each time you want to use FamilySearch, you need to enter the sign-in name and password that you chose when you registered. If you forget this important information, FamilySearch can help you either find your forgotten sign-in name or change your password.

**Finding a Forgotten Sign-in Name**

If you have forgotten your sign-in name, FamilySearch can find it for you. You will need to provide your membership record number and confirmation date, as you did when you first registered.

For more information about your membership record number and confirmation date, see “Information That You Will Need to Provide When You Register,” on page 11.

To have FamilySearch find your forgotten sign-in name, follow these steps:

1. Click the **Forgot?** link that is next to the Sign-in name field.

2. Click the **If you are a member of The Church of Jesus Christ of Latter-day Saints, click here** link.

3. Enter your membership record number, confirmation date, and the text that appears in the bottom box.

4. Click the **Continue** button.
   FamilySearch finds the name of the individual whose Church membership record matches the membership record number and confirmation date that you entered.

5. If this is you, click the **Yes—Continue** button.
   Or if it is not correct, click the **No** button, and repeat steps 3 and 4.
   FamilySearch displays a page that will show you your sign-in name.

6. If you have also forgotten your password, click the **Click here if you forgot your password** link. Then see “Changing a Forgotten Password” below. Start with step 2.
   Otherwise, click the **Click here to sign in to the system** link.
Changing a Forgotten Password

When you registered to use FamilySearch, you provided answers to 3 password recovery questions. If you forget your password, you simply enter the answers to these questions. FamilySearch then lets you create a new password.

To change a forgotten password, follow these steps:

1. Click the **Forgot?** link that is next to the Password field.
   
   If you forgot your sign-in name, click the **I forgot my sign-in name** link. For more information, see “Finding a Forgotten Sign-in Name.” Start with step 2.

2. Enter your sign-in name, and click the **Continue** button.
   
   FamilySearch displays 2 of the 3 password recovery questions for which you provided answers when you first registered to use FamilySearch.

3. Enter the answers to both questions. The answers must match exactly what you entered when you registered.

4. Click the **Continue** button.
   
   FamilySearch lets you choose a new password.

   **Note:** If you have forgotten your password security questions, click the **Help with This Page** button, located in the upper-right portion of the page, to contact a support office. Someone there will help you reset your security questions.

5. Choose a password, and enter it twice.

6. Click the **Continue** button.
   
   FamilySearch will tell you that your password has been changed.

7. Click the **Done** button.

Changing Your User Profile

When you register, FamilySearch creates a user profile for you. After you register, you can change the following information in your profile:

- Preferred name
- Password
- Preferences
- E-mail address
- Mailing address and phone number
- Helper access number

You cannot change your sign-in name, contact name, password recovery questions, or information that came from your Church membership record, including full name, address, birth date, confirmation date, and membership record number. To change information that came from your membership record, please talk to your ward or branch membership clerk.

To see and change your user profile, follow these steps:

1. Click the **Home** tab.

2. Click the **Update My User Profile** link.

3. Enter your password, and click the **Done** button.

4. Make the needed changes.

   **Tip:** To change the mailing address that FamilySearch shows for you, you may need to uncheck the Use the address above to contact me for FamilySearch purposes box. Fields in which you can enter a different address will then appear.

5. Click the **Done** button.
Setting Preferences

Preferences are choices you can make that determine how certain features in FamilySearch work. In the current version of the system, you can set these preferences:

- You can select whether you see all of the information in FamilySearch or only information that you contribute.
- You can select whether FamilySearch displays your full name, telephone number, e-mail address, and mailing address in addition to your contact name. This information appears when you contribute information to FamilySearch.
- You can select what FamilySearch should do with ordinances when you contribute a GEDCOM file. FamilySearch can automatically hold all of the ordinances for you to perform or allow others to do the ordinances.
- You can indicate whether you want your default Search page to have separate fields for first and last names or a single field in which you enter both names. Later, when you use the Search page, you can switch between the Single name field and Multiple name field options as needed. This preference setting determines which option appears first. The Multiple names fields option is particularly useful in the following situations:
  - Finding individuals with more than one last name (such as individuals with Spanish or Portuguese names)
  - Finding individuals with names recorded in Chinese, Japanese, or Korean characters.
  - Finding individuals with patronymic names (based on the father's first name) or toponymic names (based on a place-name.)
- You can select whether you want to see overviews automatically when you use the system.
- You can select the language in which you use FamilySearch.

**Important:** If you want to use FamilySearch in a specific language, select that language in your Preferences. Then no matter what computer you use, you will always use FamilySearch in that language. Your family ordinance cards will also be in that language.

To change your preferences, follow these steps:

1. Click the Home tab.
2. Click the Update My User Profile link.
3. Enter your password, and click the Done button.
4. Click the Preferences tab.
5. Make the needed changes.
6. Click the Done button.

Getting Help

Obtaining Personal Help to Learn FamilySearch

People in your ward and stake have been called to help you learn to use FamilySearch.
**Family History Consultants**

A family history consultant is an individual who is called to help Church members do family history. Consultants can help you with the following types of tasks:

- Start your family history.
- Use FamilySearch.
- Find classes where you can learn to do family history and use FamilySearch.

Your bishop or other members of your ward or branch should know who your ward or branch consultant is.

**Family History Centers**

A family history center is a facility sponsored by the Church that helps Church members and others learn more about their ancestors. Centers often offer these services:

- Computers and Internet service on which you can use FamilySearch.
- Personal help with family history and FamilySearch.
- Classes about how to use FamilySearch and other family history topics.

**Using Help Features in FamilySearch**

When you use FamilySearch, you can get help in four ways:

- Answers to common questions
- Overviews
- Printable instructions
- Help Center

**Seeing Answers to Common Questions**

On each page in FamilySearch, you can find answers to the questions that people commonly ask about that specific page.

To see common questions, follow these steps:

1. Click the **Help with This Page** button or the **Help** button. Both are located in the upper right corner of the page. A Help panel appears on the right side of your page.
2. Click a question to see its answer.
3. If there are more questions than can fit on the panel, click the **More Questions** link.
4. When you have read the answer, click the **Close** button in the upper right corner of the answer.
5. When you are finished with the Help panel, click the **Close** button in the upper right corner of the Help panel.

**Seeing Overviews**

Several overviews are available to help you learn FamilySearch:

- Getting Started with Your Family History
- Introduction to FamilySearch
- Getting Help
- Navigating and Finding Information
- Adding Information about Individuals and Families
- Making Corrections in FamilySearch
• Resolving Possible Matches
• How Combining an Individual’s Information Affects Your Family Line
• Doing Temple Ordinances for Your Ancestors
• Transferring Information from Your Computer to FamilySearch

To see the overviews, you will need Adobe Flash Player version 7.0 or higher. This program is available on most computers. If you do not have it, you can download it from www.adobe.com.

To see overviews, follow these steps:
1. Click the Help with This Page button or the Help button. Both are located in the upper right corner of the page. A Help panel appears on the right side of your page.
2. Click the Overviews and Guides link, which is located near the bottom of the Help panel.
3. Click the overview that you want to see.
   Tip: You can access two of the overviews on the Home page. Click the Getting Started with Your Family History link or the Learn How to Use FamilySearch link.

Printing Instructions on Using FamilySearch

You can print instructions on how to use FamilySearch. To print them, you will need Adobe Reader version 6.01 or higher. This program is available on most computers. If you do not have Adobe Reader, you can download it for free from www.adobe.com.

To print instructions on using FamilySearch, follow these steps:
1. Click the Help with This Page button or the Help button. Both are located in the upper right corner of the page. A help panel appears on the right side of your page.
2. Click the Overviews and Guides link, which is located near the bottom of the Help panel.
3. Click the link for the guide that you want to print.
4. The guide opens in Adobe Reader. To print it, click the button.

Using the Help Center

The Help Center can help you do the following:
• Search for answers on how to use FamilySearch and other family history products produced by the Church.
• Request help from FamilySearch support staff.
• Send feedback about FamilySearch.
• Find your nearest family history center, where you can get help using FamilySearch.

To use the Help Center, click the Help button on any page. Or click the Home tab, and then click the Help Center link.

Using FamilySearch for Someone Else

You may be asked to help others with their family history work. Some people live in areas where access to computers is limited. Some people do not have a computer or do not want to use a computer. They need help using FamilySearch so they can provide ordinances for their ancestors.
FamilySearch allows you to sign in to help someone else use it. When you do this, you can perform any task except make changes to the user profile of the individual that you are helping. For example, you can do the following:

- Add family information
- Edit and delete family information
- Print family information
- Prepare and print a Family Ordinance Request for the person to take to the temple

When you help someone else, FamilySearch identifies the individual that you are helping as the “contributor” of the information and you as the “submitter” of the information (the user who actually entered the information). This allows others to contact the individual that you helped, not you, to coordinate research.

**Information Needed to Help Someone Else Use FamilySearch**

To help someone else, you need the following information about the individual you will be helping:

- Full name.
- Date of birth.
- Helper access number. This helper access number is the last five digits of the individual’s Church membership record number, unless he or she has already registered and changed it. (Make sure that you use the helper access number of the individual that you are helping, not your own.)

**Signing in to Help Someone Else**

To sign in to help someone else, follow these steps:

1. On the Home page, click the **Sign In to Help Someone Else** link.
2. Enter the individual’s full name, birth date, and helper access number.
3. Click the **Done** button.

   FamilySearch opens the Home page. At the top of the Home page, you will see the name of the individual that you are helping. The color of the top bar also changes from blue to green to remind you that you are helping someone else, not working on your own information.
The name of the individual that you are helping

The Quit Helping button

4. Use FamilySearch as you normally would.
5. When you are finished, click the Quit Helping button.

Sending Feedback

We encourage you to send feedback. We want to know of your successes and frustrations and suggestions for improvement.

To send feedback, follow these steps:

1. If you are on a main page, click the Send us feedback link, which is located above the copyright statement at the bottom of the page.
   Or if you are on a pop-up page that appears in front of a main page, click the Feedback button, which is located in the upper right corner of the page.
   Or follow this procedure:
      a. Click the Home tab.
      b. Click the Help Center link.
      c. Click the Feedback tab.

2. The Help Center asks you to answer questions or select options that will help us answer your question or send your feedback to the people who can best respond. Select the options that best describe your feedback.

   Tip: For help with contributing a GEDCOM file that is larger than 1MB, claiming information that you contributed to Ancestral File or Pedigree Resource File or for
temple work, or combining records that FamilySearch does not let you combine, click the Request other types of support option.

The Help Center may already have information that addresses your concern. If it does, it will provide a list of articles.

3. If you see an article that may answer your question or indicate that the problem or suggestion has already been submitted, follow these steps:
   a. To open the article, click the link.
   b. Read the article.
   c. If the article answers your question or indicates that the problem or suggestion has already been submitted, click the Yes button.
   d. If the article does not answer your question or indicate that the problem or suggestion has already been submitted, click the Back button, and repeat step 3.

If you do not see an article that answers your question or indicates that the problem or suggestion has already been submitted, follow these steps:
   a. Click the Please review the documents below and if none of them describe your problem then click here to submit a new problem link.
   b. Indicate whether you give permission for the system to provide the information that a support representative will need to look at your family line in FamilySearch, and click the Next button.
   c. Enter your feedback in the text area provided. If you are describing a problem, please describe it in detail, including the exact steps necessary for us to duplicate it.

4. When you are finished, you can search for more answers to questions, send more feedback, or close the Help Center.
Chapter 2

Navigating, Finding, and Printing Information

Understanding the Home Page

The Home page is the starting place for everything that you can do in FamilySearch.

How the Home Page Is Organized

To start using FamilySearch, you can click the links on the Home page. Or you can click one of the tabs along the top of the page.

The following tabs and links go to the same place:

- The See Me and My Ancestors link and the Me and My Ancestors tab.
- The Search for Ancestors link and the Search tab.
- The Add Information link and tab.
- The Temple Ordinances link and tab.
## What Each Option on the Home Page Does

<table>
<thead>
<tr>
<th>Option</th>
<th>What It Does</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Home Tab</td>
<td>Click this option to return to the Home page.</td>
</tr>
<tr>
<td>The Help Me Get Started with My Family History link</td>
<td>Click this option to see an overview about how to use FamilySearch to start your family history.</td>
</tr>
<tr>
<td>The Learn How to Use FamilySearch link</td>
<td>Click this option to see an overview about how to use FamilySearch.</td>
</tr>
<tr>
<td>The See Me and My Ancestors link and Me and My Ancestors tab</td>
<td>Click either option to see what information FamilySearch already has about you and your ancestors. Here, you can do the following:</td>
</tr>
<tr>
<td></td>
<td>• See your family tree.</td>
</tr>
<tr>
<td></td>
<td>• See detailed information about the individuals and families in your family tree.</td>
</tr>
<tr>
<td></td>
<td>• Add and correct information.</td>
</tr>
<tr>
<td></td>
<td>• See the temple ordinance status for ancestors who are in your family tree.</td>
</tr>
<tr>
<td></td>
<td>• Find ordinances that are not yet done.</td>
</tr>
<tr>
<td>The Search for Ancestors link and Search tab</td>
<td>Click either option to find deceased individuals in FamilySearch.</td>
</tr>
<tr>
<td>The Add Information link and tab</td>
<td>Click either option to do the following:</td>
</tr>
<tr>
<td></td>
<td>• Contribute a GEDCOM file.</td>
</tr>
<tr>
<td></td>
<td>• Add an individual who is not linked to your family tree.</td>
</tr>
<tr>
<td></td>
<td>• Add a family who is not linked to your family tree.</td>
</tr>
<tr>
<td>The Temple Ordinances link and tab</td>
<td>Click either option to do the following:</td>
</tr>
<tr>
<td></td>
<td>• Do ordinances for ancestors who are on your reserved list.</td>
</tr>
<tr>
<td></td>
<td>• Reprint Family Ordinance Request forms if you misplace them.</td>
</tr>
<tr>
<td></td>
<td>• Obtain information about temples, such as schedules, driving directions, and so forth.</td>
</tr>
<tr>
<td></td>
<td>• Assign ordinances on your reserved list to the temple.</td>
</tr>
<tr>
<td>The Sign in to Help Someone Else link</td>
<td>Click this option to use FamilySearch on another individual’s behalf. For example, if you know someone who does not have a computer or Internet access, you can sign in and use the system as if you were him or her.</td>
</tr>
<tr>
<td>The Update My User Profile link</td>
<td>Click this option to change information such as your password, e-mail address, preferences, and so forth.</td>
</tr>
<tr>
<td>The GEDCOM Files That I Added link</td>
<td>Click this option to see GEDCOM files that you contributed and go to a list of the individuals who were in the file. This option appears only after you have contributed a GEDCOM file.</td>
</tr>
</tbody>
</table>
### Viewing Your Family Information in Different Ways

You can see information about your ancestors in several ways, or “views”:
- The Family Pedigree with Details
- The Family Pedigree without details
- The Family Group Record view

### Reading a Family Pedigree

A family pedigree shows how families are connected in a family line.

*On a traditional pedigree chart, each spot shows one individual.*

![Family Pedigree Diagram](diagram.png)

*In a family pedigree, however, each spot shows an individual and his or her spouse.*

© 2007 IRI
Understanding the Family Pedigree Views

You can see the family pedigree either with or without details. The following illustrations show the differences.

**The Family Pedigree with Details**

In the Family Pedigree with Details, you see a small version of the family pedigree at the top of the page and details about one individual from the family pedigree beneath.

On the Family Pedigree with Details, you can do the following:

- Add family members.
- Correct, delete, and dispute information.
- See notes, sources, and contributors.
- See details about an individual.
- View other spouses and other parents.
- Do temple ordinances for members of the family.

FamilySearch shows you the Family Pedigree with Details until you select a different view.

1. Family pedigree
2. Details
3. Change View button
The Family Pedigree

In the Family Pedigree, you see a large version of the family pedigree without details about an individual. To see an individual’s details, click his or her name.

On the Family Pedigree, you can do all of the same tasks that you can in the Family Pedigree with Details.

Showing and Hiding Symbols on a Family Pedigree

To show or hide the symbols for multiple parents and multiple spouses, follow these steps:

1. Click the Show button, located near the top of the page between the tabs and the family pedigree.
2. A check mark appears next to each symbol that will show on the family pedigree. Click the options to show or hide them.

Using the Family Group Record View

The Family Group Record view allows you to display and print the information about one family as shown below:
On the Family Group Record view, you can do the following:

- Add family members.
- Correct, delete, and dispute information.
- See sources.
- See details about an individual, such as gender, birth and death date, and so forth.
- See temple ordinances.

Although you can use the Family Group Record view at any time, you may find it especially useful when you are helping someone else use FamilySearch.

If an individual being helped writes information on preprinted family group records, the Family Group Record view lets you enter information on a Web page that looks like the form.

Then when you are finished entering the information, you can print family group records to give to the individual you are helping.

### Changing Your View Screen

#### Temporarily Switching from One View to Another

When you switch from one view to another, the individual or family that is in the main position stays the same from view to view.

For example, if you switch from the Family Pedigree with Details to the Family Group Record view, the family that is in the main position will be the family whose family group record you see.

To switch temporarily to a different view, follow these steps:

1. Click the **Change View** button, located near the top of the page.
2. Click the view that you want to use.
Note: If you want to permanently switch to a different view, see “Changing Your Default View,” next.

Changing Your Default View

By default, FamilySearch will always show the Family Pedigree with Details. To specify that FamilySearch should always display the Family Pedigree or the Family Group Record view instead, follow these steps:

1. Click the Change View button, located near the top of the page.
2. Click the Select Default View option.
3. Click the option that you want.
4. Click the OK button.

If you later change your mind, you can repeat this process.

Moving Around on the Views

Moving Around on the Family Pedigree Views

To move a specific individual to the main position on the family pedigree views, click the button.

To move a family line one generation forward or backward, click the or buttons.

1. Main position.
2. Click the button to move this individual to the main position on the family pedigree.
3. Click to move the family pedigree one generation back (to the parents of the couple).
4. Click to move the family pedigree forward one generation (to the couple’s children).
5. Click the History button to return to a previously viewed individual.
6. Click the Show button to hide or show symbols on the family pedigree.
Displaying a Different Family on the Family Group Record View

If you are already working on the Family Group Record view, you can display family group records for other family members.

To see one of the children listed as a parent, click the **Show as Parent** link that appears above the child's name.

To see the husband or wife listed as a child, click the **Show Family** link that appears above the name of the husband’s or wife’s father or mother.

1. **Show as Parent link.**
2. **Show family link.**

To see an individual who is not on the Family Group Record view that is currently displayed, do one of the following:

- If the individual's family is closely connected to the family that is currently displayed, click the links that let you show individuals as parents or children or that let you show an individual’s family. Click these links until you get to the family that you want.

- If the individual’s family is not closely connected, you can do one of the following:
  - Return to the family pedigree, click the family that you want to view, and return to the Family Group Record view.
  - Use the Search feature to find a deceased individual in the family.

Returning to a Previously Viewed Individual

On the family pedigree views and the Family Group Record view, you can quickly return to an individual who was in the main position. Follow these steps:

1. Click the **History** button, located near the top of the screen.
2. Click the individual that you want to see.
Switching to Other Spouses and Other Parents

In the family pedigree views and the Family Group Record view, you can quickly see if an individual has other spouses or parents.

1. From one of the family pedigree views, click the symbol that indicates the presence of other spouses or parents.

Or on the Family Group Record view, click the Other spouses or Other parents link that appears above the individual’s name.

A list of the spouses and parents that are currently linked to this individual appears.

2. Click the spouse or parents that you want to see.

3. Click the Done button.

Tip: If the additional spouses and parents are the same individuals, see “Other Ways to Find Duplicate Family Members” on page 96.
Seeing Details about Individuals

You can see more information about each individual shown on the family pedigree views or the Family Group Record view. You can see:

- All of the names, events, facts, and relationships that have been entered about an individual.
- Notes, sources, and contributors.
- LDS temple ordinances.
- Other records that might be about the same individual (possible duplicates).

Seeing Details about Individuals on the Family Pedigree Views

Using the family pedigree views, you can also see details about an individual. To see details about an individual, click his or her name in the family pedigree.

If you are using the Family Pedigree with Details, the details appear at the bottom of the page.

Details

If you are using the Family Pedigree without details, click an individual’s name. The details appear in another window.
Details

Tip: On the Parents and Siblings or Spouses and Children section, click an individual’s name to see details about him or her.

Seeing Details about Individuals on the Family Group Record View

Using the Family Group Record view, you can also click an individual’s name to see details about him or her.

Types of Information in the Details

At the top of the details, you see the following information:

- The individual’s name.
- Years of birth and death.
- A button that indicates whether the individual’s temple ordinances are complete.

You will see one of the following:

- This means the individual’s ordinances are completed, not needed, or not available for you to do.
- This means that the individual may need temple ordinances.
Along the left side of the details are buttons that allow you to see different types of information about the individual:

- Click the **Individual Time Line** button to see a time line of the individual’s life.
- Click the **Individual Details** button to see a list of information about the individual.
- Click the **Individual Maps** section to see a map showing the places where events in the individual’s life occurred.
- Click the **Parents and Siblings** button to see the individual as a child with his or her mother, father, brothers, and sisters.
- Click the **Spouses and Children** button to see the individual with spouses and children.
- Click the **LDS Ordinances** button to see if temple ordinances are needed.
- Click the **Possible Duplicates** button to see other records that might be about the same individual.

The major section of the screen shows the information. Each button is discussed on the following pages.

**Individual Time Line**

The Individual Time Line section shows information about an individual on a time line.
Individual Time Line

Here you can do the following:

- To see more information about an event on the time line, put your cursor on the event, and wait for additional details to appear.
- To see the contributor of the event and any notes or sources, click the event.
- To edit, delete, or dispute the event or to add a note or source, click the event and then the appropriate link.
- To add more information to the time line, click the Add information link.

Individual Details

The Individual Details section shows information about the individual in a list.

List of information

View or add details link

Person Identifier
Here you can do the following:

- You can see contributors, notes, and sources. Click the information link or the Edit link that is next to it.
- If you are the only contributor of the information, you can edit, delete, or dispute it. If you are not the only contributor of the information, you can add another opinion or dispute it.
- You can add notes and sources.
- You can add new information.
- You can see if this individual’s information has been combined with other information about the same individual. If you find information that is about a different individual, you can separate it.
- See place-names both as they were entered by the contributor and as FamilySearch standardized them. By default, you see the place-name as it was entered. Point your mouse cursor on the place-name to see if FamilySearch standardized it differently.

By default you see a summary of the individual’s details. To see all of the details, including other opinions about different pieces of information, click the View or add details link.

The wording of this link changes to “View summary.” Click this link to return to the summary.

**Individual Maps**

You can display a map that shows the events of an individual’s life on a map or satellite photograph.

![Individual Map](image)

1. An event from the individual’s life  
2. Satellite view link  
3. Move the map to the north, south, east, or west  
4. Slider control  
5. Add information link
From the Individual Maps section of the details, you can do the following:

- To see more information about the event indicated on the map, click the symbol. From here, you can also zoom in (display more detail on the map) or zoom out (display less detail on the map).
- To add new events to the individual’s record and the map, click the Add information link.
- By default, you will see the events on a map. To switch to a satellite view, click the Satellite view link. To switch back to the map, click the Map view link.
- To move the map to the north, south, east, or west, click the corresponding arrow buttons.
- To change the scale of the map to show more of the world, move the slider control down.
- To change the scale of the map to show a closer view of the place, move the slider control up.

You can print only the portion of the map that is shown on the screen. The printout will look like the page that appears on your computer screen. It is currently not possible to print only the map.

**Parents and Siblings**

The Parents and Siblings section shows you all of the parents that an individual is connected to, as well as his or her brothers and sisters.

![Image showing the Parents and Siblings section]

1. The individual whose details are showing
2. The individual’s siblings
3. The individual’s parents
4. Other parents (such as adopted or foster parents)

From the Parents and Siblings section, you can do the following:

- Add information about the parents’ marriage, such as the marriage date and place, divorce information, and so on.
- Add a sibling (brother or sister).
- See and change the types of relationships between the children and parents. For example, you can change a biological relationship to adopted.
- See or add notes about the family as a whole.
- Remove the individual from the family, or dispute that he or she belongs in the family.
• Delete an individual, or dispute that he or she ever existed.
• Add a parent.
• See details about any individual shown on the page.
• Combine duplicate records of parents, brothers, and sisters.

FamilySearch lists the spouses in the order of the marriage date. If no date is given, FamilySearch lists them in the order in which they were added. FamilySearch lists children by order of birth. If you have multiple children born the same day, such as twins or triplets, FamilySearch lists them in the order in which they were added. Currently there is no way to change the order of children manually.

**Spouses and Children**

The Spouses and Children section shows you all of the individual’s spouses and children.

From the Spouses and Children section, you can do the following:
• Add information about the couple’s marriage, such as the marriage date and place, divorce information, and so on.
• Add a child to the family.
• See and change the types of relationships between the children and parents. For example, you can change a biological relationship to adopted.
• See or add notes about the family as a whole.
• Remove the individual from the family, or dispute that he or she belongs in this family.
• Delete an individual, or dispute that he or she ever existed.
• Add a spouse.
• See details about any individual shown on the page.
• Combine duplicate records of spouses and children.

FamilySearch lists the spouses in the order of marriage date. If no date is given, FamilySearch lists them in the order in which they were added.

FamilySearch lists children by order of birth. If you have multiple children born the same day, such as twins or triplets, FamilySearch lists them in the order in which they were added.

**LDS Ordinances**

The LDS Ordinances section shows whether the individual’s temple ordinances are complete.

For each ordinance, you will see one of the following statuses:

• **Completed.** If an ordinance is completed, you will see either the word “Completed” or the date when the ordinance occurred and the temple or place where it occurred.

• **Ready.** You can prepare to take this ordinance to the temple. If you want to do this ordinance, FamilySearch will help you look for duplicate records that indicate the ordinance is already done. If it is not, you can do it.

• **In progress.** This ordinance is in the process of being completed. Specifically, one of the following events has occurred:
  - Another FamilySearch user has already printed a Family Ordinance Request or family ordinance card with this ordinance.
  - The ordinance was assigned to the temple, and the temple is in the process of doing it.

• **Needs more information.** The individual needs more information before you can do the ordinance.
• **Not ready.** This ordinance cannot be done because the individual has not been deceased for at least one year.

• **Not available.** This individual’s ordinance information is not available to the public. The most common reasons for this are these:
  - Privacy reasons prevent the ordinances from being displayed.
  - The individual lived before A.D. 1500, and the ordinances are probably completed. If the individual lived before A.D. 1500, you can find out if the ordinances are already done by clicking the Possible Duplicates button. If you find other records for this individual, combine them. If the other records indicate that the ordinances are completed, the ordinance status will change to “Completed.”

• **Not needed.** This individual does not need this ordinance because he or she either was stillborn or died before age 8.

• **On hold.** Ordinances should be done in order. For example, the baptism should be done before the confirmation, and the confirmation before the initiatory. If you see “On hold,” someone has already printed a Family Ordinance Request or family ordinance cards for the prior ordinances. The later ordinances will be on hold until the prior ordinances are completed. For more information about the request and cards, see “Part 3. Print a Family Ordinance Request” on page 116.

• **Reserved.** Someone has already accepted the responsibility to do this ordinance. (You may be that individual.)

• **Born in the covenant.** Because this individual was born after the parents were sealed, he or she does not need to be sealed to parents.

**Possible Duplicates**

Some of your ancestors may have more than one record in FamilySearch. These records are called “duplicates.”

FamilySearch automatically searches for possible duplicates and shows them in the details. You can then compare the records and decide if they are about the same individual.

![Possible Duplicates](image)

If they are about the same individual, you should combine the records. Even if you disagree with some information in a duplicate record, you should still combine the records. Having all of the information about an individual in one place prevents duplication of temple work and research.

From the Possible Duplicate section of the details, you can do the following:

• See the possible duplicates that FamilySearch found automatically. You can then select the records, compare them in more detail, and combine them if they are about the same individual.
• Search for other possible duplicates.
For more information, see “Combining Duplicate Records” on page 92.

Seeing Contributors, Notes, and Sources

In addition to information about individuals and families, you can see the following:
• Contributors
• Notes
• Sources

FamilySearch keeps track of contributors, notes, and sources for individuals and each piece of information about each individual, as well as for marriage events and families.

Tip: By default, FamilySearch will show you all information that it has about your ancestors, whether you contributed it or not. If you want to see only the information that you contribute, you will need to change your preferences. For instructions, see “Setting Preferences,” on page 18.

Understanding the Names of Contributors

When you see information about a contributor, you will usually see his or her contact name. You may also see information that allows you to contact the individual.

Sometimes you will see other contributors. These include the following:

• FamilySearch Ancestral File. This means the information was originally published in Ancestral File and the original contributor could not be determined.

• FamilySearch Pedigree Resource File. This means the information was originally published in the Pedigree Resource File and the original contributor could not be determined.

• LDS Church Temple Records. This means that the information was used to determine if temple ordinances could be performed. For more information about these records, see “Correcting Information Whose Contributor Is ‘LDS Church Temple Records’” on page 73.

• FamilySearch Extraction Program. This means that the information was extracted from original records during a Church extraction project.

• LDS Church Membership Records. If you see this listed as the contributor, it means that the information came from membership records of The Church of Jesus Christ of Latter-day Saints. For more information about these records, see “Correcting Information from Church Membership Records” on page 71 and “Protecting the Privacy of Living People” on page 10.

• Data Administrator. This means that the contributor is a system administrator of FamilySearch.

• FamilySearch Medieval Unit. This means that the contributor is a group of people at LDS Church headquarters who specialize in medieval family history research.

• System Generated. This means that the information was provided as part of an automated process in FamilySearch.

• Unknown. This means the contributor is not known.
Seeing Contributors, Notes, and Sources about Individuals

You can see contributors, notes, and sources for the following information about individuals:

- You can see contributors, notes, and sources of each name, date, place, and fact about an individual.
- You can see notes that are about the individual.

To see the contributors, notes, and sources about an individual, follow these steps:

1. On the Home page, click the See Me and My Ancestors link. Or click the Me and My Ancestors tab. Then navigate to the individual whose contributors, notes, or sources you want to see. For instructions, see “Moving Around on the Family Pedigree Views” on page 30.

Or use the Search feature to find the individual. For instructions, see “Searching for Ancestors” on page 45.

2. To display the details about the individual, click the individual's name on one of the family pedigree views or the Family Group Record view.

In the Individual Details section, you can find information as follows:

- The contributor appears next to each piece of information. If more than one contributor provided the same information, click the Multiple link to see a complete list.
- To see all of the contributors, notes, and sources on one page, click the information or the Edit link located next to it. If a note is longer than will fit on the page, click the Read more link.
- To see the individual notes, click the Individual notes link.

Tip: If you are viewing the Individual Time Line, click the event whose contributors, notes, and sources you want to see.
Seeing Contributors, Notes, and Sources about Marriage Events and Families

You can see contributors, notes, and sources for the following information about a couple's marriage and family:

• You can see contributors, notes, and sources for each date and place associated with a couple's marriage.
• You can see notes about the family as a whole, called family notes.

To see the contributors, notes, and sources about a marriage event or family, follow these steps:

1. From one of the family pedigree views or the Family Group Record view, click the individual whose contributors, notes, and sources you want to see.
2. To see contributors, notes, and sources about a family where the individual is shown as a child, click the Parents and Siblings button.
   Or to see contributors, notes, and sources about a family where the individual is shown as a parent, click the Spouses and Children button.
3. In the box that contains the couple's marriage information, click the information whose contributors, notes, and sources you want to see. Or click the Edit link near the information.
   Or to see the family notes, click the View or add family notes link.

   **Tip:** If a note is longer than fits on the page, click the Read more link.

Seeing a Contributor's Contact Information

To see if a contributor provided contact information, display a page that contains the contributor's name. Then click the contributor's name.

The information that the contributor chose to disclose will be displayed. If you prefer to communicate by e-mail and if the contributor provided an e-mail address, click it. FamilySearch will open your e-mail program, and you can send an e-mail to the contributor.

If the contributor is listed as “LDS Church Membership Records,” you will see a page on which you can request changes to Church membership records for deceased individuals. For more information, see “Correcting Information from Church Membership Records” on page 71. See your ward clerk for changes.

   **Tip:** To update your own contact information, see “Changing Your User Profile” on page 17. Or to change how much contact information FamilySearch displays about you, see “Setting Preferences” on page 18.

Seeing Other Opinions about Families

If an individual is connected to more than one set of parents and if a user has disputed one or more of these relationships, you will see a link that lets you view other opinions about the relationship.
The View other opinions about the spouses link

If you are looking at an individual’s parents and siblings, click the View other opinions about the parents link to see how each contributor thinks the family should look.

Searching for Ancestors

Use the Search feature to find deceased individuals in FamilySearch. Using Search is particularly useful in the following situations:

- To find an individual who is not tied to your family tree.
- To find an individual whose location on your family tree you do not know.
- To determine if the Church already has information about a deceased individual.
- To find the children of a father and mother.
- To see if the same individual appears more than once in FamilySearch.
- To see if the temple ordinances are done for an individual or family.

Search Options

FamilySearch has these search options:

- Search
- Search by Number

Using Search

Use Search to quickly find a deceased individual.

You must enter at least part of the name of the individual or his or her father or mother. You can also add the following information:

- The individual’s gender.
- Names of the father, mother, and spouse.
- An event. This helps you limit your search to people who lived during a specific time in a specific place.
If you want to search census or other records that are available on www.familysearch.org, click the To search other sources, click here link.

If you want to enter first and last names in separate fields, click the Multiple name field link. This option is particularly useful if you want to find individuals with more than one last name (such as individuals with Spanish or Portuguese names) or individuals with names recorded in Chinese, Japanese, or Korean characters.

If you want to enter first and last names in one field, click the Single name field link.

**Tip:** In your preferences, you can indicate whether you want FamilySearch to display multiple name fields or the single name field by default. For instructions on how to change your preferences, see “Setting Preferences,” on page 18.

To use Search, follow these steps:

1. On the Home page, click the **Search for Ancestors** link. Or anywhere in FamilySearch, click the **Search** tab.
2. If you want to enter the individual’s first and last names in one field, click the **Single name field** link.
   To switch back to separate fields for the first and last names, click the **Multiple name fields** link.
3. In the Ancestor's name field, enter at least part of the name of the deceased individual that you want to find, or enter at least part of the father’s name or mother’s name.
4. Enter any additional information that you want to use to make your search more precise.

5. Click the **Search** button.

6. If FamilySearch does not recognize a place that you entered, it will display a page that tells you so. Follow these steps:
   a. Review the original text that you entered.
   b. Review each of the standard places that FamilySearch shows you.
   c. If one of the standard places is correct, click it.
   Or if you made a typing error, click the **Back** button to redo your search.
   If you did not make a typing error and if none of the standard places is correct, click the **None of the above** option. FamilySearch will still use the place when it searches for information. But it will not factor as highly when FamilySearch calculates your search results and determines which are close matches.
   d. When you are finished, click the **Done** button.

7. On the Search Results page, see if the individual is listed along the left side of the page.

8. To see details about an individual, click his or her name.
   If FamilySearch found many matching records, click the **Next 20** link to see more search results. Click the **Previous 20** link to return to previous results.
   If you want to refine your search, click the **Return to search** button. For tips on refining your search, see “What If You Can’t Find Someone” on page 48.

9. To see the individual on the family pedigree, click the **Go to the family tree** button.
Using Search by Number

Use Search by Number if you know the Person Identifier or the AFN of the individual that you want to find.

- **Person Identifier**: This unique number is assigned to every individual in FamilySearch. An example is 897T-S7ZD-S. To see where in an individual’s details you can find this number, see page 36.

- **AFN**: This is the abbreviation for Ancestral File Number. An example of an AFN number is 3C88-WF. This unique number is assigned to every individual in FamilySearch that originally came from Ancestral File. If you know this number from your own records, then you can use it to find a deceased individual in FamilySearch. Otherwise, you’ll need to use a different search option.

To use Search by Number, follow these steps:

1. On the Home page, click the Search for Ancestors link. Or anywhere in FamilySearch, click the Search tab.
2. Click the Search by Number tab.
3. Enter the number that you have in the appropriate field.
4. Click the Search button next to the field in which you entered the number.

What If You Can’t Find Someone?

Understanding Search Results

When you search, FamilySearch uses all of the information that you enter to find records about deceased individuals. It then uses two methods to indicate how well each record matches what you searched for:

- It places records that match more closely at the top of the list.
- It uses a 5-star rating to indicate how close of a match the record is. More stars mean a closer match.

The search results page can show only 20 names at a time. If the record did not closely match your search results and if FamilySearch found many matching records, you’ll have to click the Next 20 link several times to see all of them. It may be faster to click the Return to search button and use the following strategies to refine your search.

Finding Deceased Individuals

If you cannot find a deceased individual, try these strategies:

- One of the most effective strategies is to enter less information than you know about the individual. For example, search for the individual using the name and no other information. Enter only the parents’ names or only the spouse’s name. Try searching with only the name and a birth date or death date.

  The individual’s record may be in FamilySearch, but it 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 with more stars.

- Add more information about the individual if you know it. If the individual’s record is in FamilySearch and has a lot of information, adding more information to your search may help your search criteria more closely match the record in FamilySearch.

- Search for a close relative, and then navigate to the individual you want to find.
• If you contributed the individual in a GEDCOM file, you can go directly to him or her. For instructions, see “Seeing the Results of a GEDCOM File That You Previously Contributed” on page 91.

• If the individual was recently added to FamilySearch, either by data entry or by contributing a GEDCOM file, FamilySearch may not be finished processing the information. Wait a few minutes, and try again. (If the GEDCOM file was very large and if many people contributed GEDCOM files at the same time, FamilySearch may need up to 24 hours to process the file.)

• Try performing the search again. This time, click the **Multiple name field** option. This is particularly useful in the following situations:
  - The individual has a Spanish or Portuguese name.
  - The name is recorded in Chinese, Japanese, or Korean characters.
  - The name is patronymic (based on the father's first name) or toponymic (based on a place-name).

**Finding Individuals Who May Still Be Alive**

Remember, if the individual might still be alive, you will not be able to find him or her using the Search feature.

If an individual’s information does not include birth or death information, FamilySearch considers that he or she is still living. You will not be able to use the Search feature to find him or her, even though you can see the name in your family tree.

To find an individual who may still be living, try one of these strategies:

• Search for a close relative who has birth or death information. Then navigate to the individual that you want to find.

• Click the **See Me and My Ancestors** tab, and navigate to the individual.

• If you contributed the individual in a GEDCOM file, you can go directly to him or her. For instructions, see “Seeing the Results of a GEDCOM File That You Previously Contributed” on page 91.

**Printing Information**

If you want to print information from FamilySearch, display the view that contains the information that you want to print, and print it with your browser's print feature.

For example, if you are helping someone use FamilySearch, display a portion of the family pedigree that the individual wants to work on, and print it. Then display each family on that pedigree on the Family Group Record view, printing each family as you go.

There are two ways to access your browser's print feature:

• In most browsers, you click the **File** menu, and then click the **Print** option. Please refer to your browser's help for specific instructions. This option works from anywhere in FamilySearch.

• When you are in the See Me and My Ancestors portion of FamilySearch, you can also click the **Print** button, near the top of the page. This button works the same as your browser's print feature.
Chapter 3

Adding Information about Individuals and Families

If you cannot find information about your ancestors in FamilySearch, you can add what you know about them.

When you add information to FamilySearch, it does the following:

- It adds your information to what is already there. If the information is about someone who is deceased, others can see it immediately. No one else will be able to change or delete what you contribute.
- It identifies you as the contributor. Others who use FamilySearch can see the contact information that you chose to provide.
- It determines if temple ordinances can be done and helps you do them.
- It identifies if someone else may have already added the same individuals and families as you.

Whom Should I Add to FamilySearch and Do Ordinances For?

Although you can contribute information about a variety of individuals and families to FamilySearch, you should be aware of the policy of the Church regarding providing temple ordinances. Church members are responsible to provide temple ordinances for the following individuals who have been deceased at least one year:

- Immediate family
- Direct-line ancestors (parents, grandparents, great-grandparents, etc., and their families)

Church members may also provide temple ordinances for the following individuals who have been deceased at least one year:

- Biological, adoptive, and foster family lines connected to their family
- Collateral family lines (cousins and their families)
- Their own descendants
- Descendants of direct-line ancestors and their families
- “Possible ancestors,” meaning individuals who have a probable family relationship that cannot be verified because the records are inadequate, such as those who have the same last names and resided in the same areas as known ancestors

Please do not contribute individuals who are not related to you, including names of celebrities or famous people, or those gathered from unapproved extraction projects such as Jewish Holocaust victims.

Before you provide ordinances for someone born within the last 95 years, you should get permission from the closest living relative. The closest living relatives are, in this order: spouse, then children, then parents, then siblings.
Protecting Information about Living People

If an individual was born within the last 110 years or married in the last 100 years, FamilySearch considers that he or she is still living unless death information was also provided.

To protect the privacy rights of living individuals, FamilySearch limits the information displayed about individuals who are still living. Therefore, when you use FamilySearch, you can see the following information:

- Information about deceased individuals.
- Information that you contributed about living people. Others will see this information only after 110 years have passed from this individual's birth or after you add the individual's death information.

**Note:** If some of the individual's information came from Church membership records, the individual's ward or branch clerk will need to enter information about the individual's death onto his or her Church membership record before FamilySearch will display the record to all users.

When to Add Information

You should add your family history to FamilySearch as soon after you find it as possible. This gives you the following benefits:

- You may be able to do temple ordinances for the individuals immediately.
- FamilySearch may already have information about that individual or family. You may find additional information or another contributor with whom you can work.

You can come back and add to or correct the information that you added at any time, even after the temple ordinances are done.

Using Personal Ancestral File and Similar Computer Programs

You may use Personal Ancestral File and similar computer programs to record your family history information.

However, to do temple ordinances for your ancestors, you must also contribute their information to FamilySearch. You can do this with a GEDCOM file or by typing the information directly into FamilySearch. For instructions on contributing a GEDCOM file, see “Chapter 5. Transferring Genealogical Information from Your Personal Computer to FamilySearch” on page 84.

Does FamilySearch Check the Accuracy of My Information?

FamilySearch cannot determine whether your research is accurate. It may, however, ask you to clarify dates and places.

Types of Information That You Enter

In FamilySearch, you can enter the following types of information:
• **Names.** You can enter an individual’s name or names. You can add more than one name for an individual to cover situations such as nicknames and married names. For help entering names, look at the example, which is located beneath the Name field. For more information, click the more examples link.

• **Gender.** You can indicate the individual’s gender. If you do not know the gender, you can select Unknown.

• **Events.** An event is something important that happened in an individual’s life. Examples include birth, marriage, and death. You can add the dates and places where these and other types of events occurred. For help entering dates and places, look at the example, which is located beneath the date and place fields. For more information, click the more examples link.

• **Facts.** A fact is a piece of information about an individual that is not related to a life event. Examples include titles of nobility, occupation, and physical description. You can add dates, places, and descriptive information about facts.

• **Sources.** A source is the individual, place, or thing from which information was obtained. Examples of sources include government and church records, cemeteries, your own memory, and the memory of others. You can select the type of source from which you obtained the information. You can also add more detailed information about a source if you want.

• **Notes.** A note is narrative, free-form information. You can add notes to events, facts, gender, individuals, and couples. In the notes, you might enter research findings and other information that does not fit anywhere else.

• **Relationships.** As you enter information, FamilySearch records an individual’s relationship to other family members. FamilySearch assumes that the relationships are biological. But when you have other types of relationships, such as adopted children, you can select the correct relationship.

**Clarification of Dates and Places**

When you enter dates and places, FamilySearch may ask you to clarify that information. Clarifying dates and places helps ensure FamilySearch contains exactly the information that you intended to enter. It also helps FamilySearch to conduct more accurate searches.

For example, if you enter 3/11/1876, FamilySearch asks if you meant 3 November 1876 or 11 March 1876.

Or if you enter Paris, FamilySearch asks you to select which of the many places in the world named Paris you meant.

**Entering Characters from the World’s Languages**

You can enter names of people and places in almost any of the characters used in the world’s languages.

- You can add diacritics and special characters such as í, ü, ç, ß, and æ that are used in languages that use the roman alphabet, such as Spanish, German, Swedish, and other European languages. If your computer and keyboard are already set up to enter the characters you need, enter the characters normally. Or use your computer’s Character Map feature.

- You can enter the characters used in Chinese, Japanese, Korean, Greek, Russian, and other languages.
**Entering the Characters**

If your computer and keyboard are set up to enter the characters that you need, enter them as you normally would. If they are not, then you will have to use the Character Map feature of your operating system.

To use the Character Map of a Windows operating system, follow these steps:
1. Click the Windows **Start** button.
2. Point to the **Programs** option.
3. Point to the **Accessories** option.
4. Point to the **System Tools** option.
5. Click the **Character Map** option.
6. Click the character that you want to add. If you do not see the character, select a different font, such as Andale or Tahoma.
7. Click the **Select** button.
8. Click the **Copy** button.
9. In FamilySearch, place the cursor where the character should go.
10. Click your browser's **Edit** menu.
11. Click the **Paste** option.

**Using Data Entry Templates for Chinese, Japanese, Korean, and Cyrillic Names**

FamilySearch provides customized data entry templates if you want to enter names using the following writing systems:

- **Chinese**. This template provides fields in which you can enter the name in both Chinese and roman characters.
- **Japanese**. This template provides fields in which you can enter the name in kanji, kana, and roman characters.
- **Korean**. This template provides fields in which you can enter the name in hangul, Chinese, and roman characters.
- **Cyrillic**. This template provides fields in which you can enter the name in both Cyrillic and roman characters.

If you need to enter individuals from countries that use one of these writing systems, you should use the templates rather than entering the different versions of the name in the same field. This will help FamilySearch search more accurately for your information.
**Selecting a Template**

To select a template, follow these steps:

1. When you add a new individual or edit an existing individual, scroll to the bottom of the page.
2. Click the Template drop-down list.

### The template drop-down list

3. Click the template that you want to use.

FamilySearch will use this template for all individuals that you add or edit until you select a different template.

**Using Multiple Templates**

When you select a template, FamilySearch uses that template the next time you add a new individual or edit an individual’s name. If you switch templates, FamilySearch will use the new template the next time you add a new individual or edit an individual’s name.

If you have different family lines that could use different templates, we suggest that you use the same data entry template for both lines wherever possible.

For example, if you need to use both the Chinese template and the standard template for different family lines, use the Chinese template for all individuals. For the individuals whose names are not written in the other writing systems, simply enter the names into the roman fields. Leave the other fields blank.

**Warning:** If you must use different templates for different family lines, use the same template to edit an individual’s names that you used to enter them. If you do not, you may lose the names that do not appear on the template used to edit the names.
Adding Individuals to Families in Your Family Line

Adding individuals to your family line involves several steps, which are divided into the following sections:

- “Part 1. Indicate the Individual to Be Added” on page 55.
- “Part 2. Enter the New Individual or Find the Existing Individual” on page 57.
- “Part 3. Review and Clarify the Information about a New Individual” on page 60.

If you want to add an individual or family who is not connected to your family line, see “Adding Individuals and Families Who Are Not Connected to Your Family Line” on page 68.

Part 1. Indicate the Individual to Be Added

Adding an Individual Who Should Be on One of the Family Pedigree Views or the Family Group Record View

If the individual should be on one of the family pedigree views or the Family Group Record view but is not there, click the **Add or find** link that appears where his or her name should be.
**Adding Spouses**

If you are using one of the family pedigree views, follow these steps:

1. Click the name of the individual whose spouse you want to add.
2. In the details, click the **Spouses and Children** button.
3. Click the **Add or find spouse** link.
   
   Or if you are using the Family Group Record view, click one of the following links:
   - If the spouse’s name does not appear on the Family Group Record view, click the **Add or find link** that appears where the name should be.
   - If you want to add another spouse for one of the individuals that appears on the Family Group Record view, click the **Add a spouse** link that appears above the name.

**Adding a Child to a Family**

If you are using one of the family pedigree views, follow these steps:

1. Click the name of the individual whose child you want to add.
2. If you want to add the individual's child, in the details, click the **Spouses and Children** button.
   
   Or if you want to add the individual’s brother or sister, click the **Parents and Siblings** button.
3. If the correct spouse or parent isn’t showing, click the name of the spouse or parents.
4. To add a child, click one of these links:
   - To add a child who is linked to both parents, click the **Add or find child** or **Add or find sibling** link.
   - To add a child who is linked to the mother and an unknown father, display the mother’s details. Then click the **Add or find child with an unknown father** link.
   - To add a child who is linked to the father and an unknown mother, display the father’s details, and click the **Add or find child with an unknown mother** link.

**Tip:** If you are using the Family Pedigree view without details, you can also click the **Show children** link for the couple whose child you want to add. Then click the **Add or find child** link, which appears after the last child in the family.

Or if you are using the Family Group Record view, click the **Add or find** link that appears where the last child’s name should be.

**Adding Parents**

If you are using one of the family pedigree views, follow these steps:

1. Click the name of the individual whose parents you want to add.
2. In the details, click the **Parents and Siblings** button.
3. If the correct parents aren’t showing, click the parents’ names.
4. If the father or mother is not shown on the page, click the **Add or find parents** link.

Or if you are using the Family Group Record view, click the **Add or find** link that appears where the parent’s name should be.
Adding Another Set of Parents

To add another set of parents, follow these steps:
1. In the Parent Options portion of the page, click the **Add Parents** link.
2. Click the **Add or find husband** link, and enter the information about the father. For instructions, see “Part 2. Enter the New Individual or Find the Existing Individual” below.
3. Click the **Add or find wife** link. For instructions, see “Part 2. Enter the New Individual or Find the Existing Individual” below.
4. When you are finished, click the **Done** button.
Or if you are on the Family Group Record view, click the **Add Parents** link.

Part 2. Enter the New Individual or Find the Existing Individual

After you have indicated which individual you want to add, you can either find an individual who is already in FamilySearch or enter information about a new individual.

- If the individual is deceased and might already be in FamilySearch, see if you can find him or her in FamilySearch. You can then connect him or her directly to your family line without having to enter the information. For instructions, see “Finding an Existing Individual” below. If you do not find him or her, then you can add him or her as a new individual.
  **Important:** If the individual is already in FamilySearch, connect him or her to your family line, even if you disagree with some of the information. The other information may indicate that the temple ordinances are already done. The ordinances do not need to be redone, even if some of the information contains errors. The best way to handle the information that you disagree with is to add it to your family line. Then you can either dispute it or work with the other contributors to correct it.

- If the individual is living or is not already in FamilySearch, you can enter the information. See “Entering a New Individual” on page 58.

Finding an Existing Individual

If you know the deceased individual’s Person Identifier or Ancestral File number (AFN), follow these steps:
1. Click the **Find Existing Individual by Number** tab.
2. Enter the number that you have in the appropriate field.
3. Click the **Search** button next to the field in which you entered the number.
Or if you know the deceased individual’s name, follow these steps:
1. If it is not already showing, click the **Find Existing Individual by Name** tab.
2. In the Ancestor’s name field, enter at least part of the name of the deceased individual that you want to find.
3. Enter any additional information that you want to use to make your search more precise.
4. Click the **Search** button.
5. If FamilySearch did not recognize a date or place that you entered, it will display a page that tells you so. Follow these steps:
   a. Review the original text that you entered.
   b. Review each of the standard dates or places that FamilySearch shows you.
   c. If one of the standard dates or places is correct, click it.
Or if you made a typing error, click the **Back** button to redo your search.

Or if you did not make a typing error and if none of the standard dates or places is correct, click the **None of the above** option. FamilySearch will still use the date or place when it searches for information. But the date or place will not factor as highly when FamilySearch calculates and prioritizes the search results.

**d.** When you are finished, click the **Done** button.

6. On the page that lists your search results, see if the individual is listed along the left side of the page.

7. If the individual is in the list, click his or her name to see details.

Or if the individual is not on the list, click the **Return to search** button to refine your search.

**Tip:** For more information about what to do if you cannot find the individual, see “What If You Can't Find Someone?” on page 48.

8. To add the individual to the family, click the **This is the correct individual** button that appears under the individual’s name in the list of search results.

**Tip:** If the correct individual appears more than once in the list of search results, select one of the correct individuals. Then have FamilySearch look for possible duplicates so that you can combine all of the information about the individual into the same place. For instructions, see “Combining Duplicate Records” on page 94. You can also search for your own duplicates. See “Searching for Possible Duplicates” on page 98.

**Entering a New Individual**

When you enter information about an individual, enter as much as you know. You can leave fields blank.
If you have questions about how to enter a name, date, or place, look beneath the field where you enter the information. An example shows you the correct format. If the example does not answer your question, click the more examples link right next to the example, or see the following appendices in this manual:

- “Appendix A: Guidelines for Entering Names” on page 122.
- “Appendix B: Guidelines for Entering Dates” on page 125.
- “Appendix C: Guidelines for Entering Places” on page 128.

Tip: Before you add a new individual or family, search FamilySearch to see if someone else has already added that information. If you find it, you can just connect it to your family line. There is no need to enter it again. For instructions on adding new individuals to a family line, see “Adding Individuals to Families in Your Family Line” on page 55.

To enter names, gender, events, and facts about an individual, follow these steps:

1. Click the Add New Individual tab.
2. In the Name field, enter the individual’s full name.
   Or if you do not know the name or if the individual never had a name (such as a stillborn child), click the I don’t know the name box beneath the Name field.

3. If the gender is not preselected, click the correct option for the individual’s gender.
4. If you know the individual’s birth information, follow these steps:
   a. If you do not know an exact date, select Before, After, or About from the drop-down list.
b. Or if this individual was stillborn (born dead), from the drop-down list, select the **Stillborn** option. FamilySearch will provide a field in which you can enter more information, if you have it, and notes.

c. In the date field, enter as much of the date as you know.

d. In the place field, enter as much of the place as you know.

5. If you know the death information, enter it the same way you entered birth information in step 4.

**Important:** Be sure to add death information if you are entering information about a deceased individual who was born in the last 110 years or married in the last 100 years. If you are certain that the individual is dead but you do not know the exact date, enter an approximate date. This prevents the system from treating the individual as “living.”

6. In the **Relationship to father**, **Relationship to mother**, or **Relationship to child** drop-down lists, select the relationship if it is other than biological.

7. If you want to add more fields for other names, events, or facts, follow these steps:

   a. Click the **Add more information** link.

   b. Click the box for each type of information that you want to add.

   c. Click the **Continue** button.

      FamilySearch provides fields for the types of information that you selected.

   d. Enter the information in the field.

8. If you want to add notes, follow these steps:

   a. If you want to add notes about the individual in general, click the **Add note** link.

      Or if you want to add a note about a particular name, event, fact, or relationship, click the symbol next to the name, event, fact, or relationship.

   b. Enter the note.

   c. Click the **Done** button.

9. Click the **Where did you get the information** drop-down list, and click the appropriate option. For more information about adding sources, see “Adding Sources” on page 66.

10. When you are finished entering information about the individual, click the **Continue** button.

    For more information about what to do next, see “Part 3. Review and Clarify the Information about a New Individual” on page 60.

**Part 3. Review and Clarify the Information about a New Individual**

After you enter information about the individual, FamilySearch will help you do the following tasks:

- Make sure that FamilySearch correctly identified each part of the individual’s name.

**Important:** Name parts must be identified correctly, since FamilySearch uses the name parts when it searches for individuals and families. FamilySearch usually identifies the surname correctly. But be extra sure that you review the name parts carefully under the following circumstances:

- The last word in the name is a title or suffix (such as Junior) rather than the actual last name.
- The last name has more than one word.
- The individual has more than one last name, such as the double surnames used in many Spanish- and Portuguese-speaking countries.

- Clarify dates and places if needed.

- See how FamilySearch standardized place-names. You will see both the name as you entered it and how FamilySearch interpreted it. The standardized place-names are important. Since many places have the same or similar names, it is important to know which one is correct. FamilySearch also uses places when it searches for individuals and families.

- Review the other information that you entered, and make corrections if needed.

To clarify or correct information about the individual, follow these steps:

1. If FamilySearch displays a Summary page, skip to step 2.

   Or if FamilySearch did not recognize a date or place that you entered, it will display a page that tells you so. Follow these steps:

   a. Review the original text that you entered.

   b. Review each of the standard dates or places that FamilySearch shows you.

   **Tip:** When FamilySearch displays standard places, you may see some that look almost identical, such as the following:

   - Twin Falls, Idaho, United States of America
   - Twin Falls, Twin Falls, Idaho, United States of America

   In this case, both the city and the county have the same name. If the event took place in the city, you’d select the **Twin Falls, Twin Falls, Idaho, United States of America** option. If the event took place in the county but not the city of Twin Falls, you’d select **Twin Falls, Idaho, United States of America**.

   c. If one of the standard dates or places is correct, click the circle that is next to it.

   Or if none of the standard dates or places is correct, click the **None of the above** option, and skip to step e.

   d. If you want FamilySearch to save both the original text that you entered and the standard date or place that you selected, leave the **Save both your**
original text and the standardized place option or the Save both your original text and the standardized date option selected.

**Tip:** Standardized places currently display in English. But if you leave the Save both your original text and the standardized place option selected, FamilySearch keeps the place as you entered it. This is especially helpful if you enter the name in a language other than English, use diacritics and other special characters not used in English, or enter a place that existed but that FamilySearch cannot standardize, such as a Scandinavian farm name. In an individual's details, you can see both versions of the place-name. Click the Individual Details button. Point your mouse cursor over a place-name. If it was standardized differently than it was entered, the place-name as it was standardized will appear in a small, yellow pop-up.

Or if you want FamilySearch to store only the standard place that you selected, deselect the Save both your original text and the standardized place option or the Save both your original text and the standardized date option by clicking it.

e. When you are finished, click the **Done** button.

2. When FamilySearch shows a summary of the information that you entered, carefully review it.
### Summary

**María Magdalena Urbina Morales (1900-1967)**

<table>
<thead>
<tr>
<th>Name</th>
<th>1</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magdalena</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urbina</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Given name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Given name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Last name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Last name)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Events</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth date: 30 Dec 1900</td>
<td></td>
</tr>
<tr>
<td>Birth date: 30 December 1900</td>
<td></td>
</tr>
<tr>
<td>Place: Piura, Ancash, Peru</td>
<td></td>
</tr>
<tr>
<td>Place: Piura, Ancash, Peru</td>
<td></td>
</tr>
<tr>
<td>Death date: 14 July 1967</td>
<td></td>
</tr>
<tr>
<td>Death date: 14 July 1967</td>
<td></td>
</tr>
<tr>
<td>Place: Piura, Ancash, Peru</td>
<td></td>
</tr>
<tr>
<td>Place: Piura, Ancash, Peru</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationships</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to child: Isabella Atalaya</td>
<td>Biological</td>
</tr>
<tr>
<td>Correa</td>
<td></td>
</tr>
</tbody>
</table>

### Instructions

1. **Click this Edit link if you entered the name incorrectly.**

2. **Click the Edit parts link if FamilySearch did not correctly interpret the parts of the name.**

3. **Review Possible Duplicates button.**

3. If you entered the name incorrectly, click the **Edit** link next to the name.
   Or if FamilySearch did not correctly interpret the parts of the name, follow these steps:
   a. Click the **Edit parts** link.
   b. To select the part of the name that was not identified correctly, click the drop-down list box.
      **Tip:** If part of a name is listed as Other, evaluate it carefully. FamilySearch does not use name parts that are listed as Other when it searches. Select a different name part if you can.
   c. Click the correct part of the name.
d. When you are finished, click the **Done** button. You will be returned to the page from which you began the process of adding a new individual. Skip the remaining steps in this section. If you find that you made typing errors, see “Chapter 4. Correcting Information about Individuals and Families,” on page 70.

4. Review the remaining information. If you entered information incorrectly, click the **Edit** link next to the incorrect information, and correct it.

Or if FamilySearch did not standardize a date or place correctly, click the **Edit** link, and reenter the date or place with more specific information.

**Note:** When it standardizes places, FamilySearch adds missing information (such as the country name), changes the place-name to English, removes diacritics or other characters not used in English, and makes other changes that help clarify the place. If the standardized place-name is correct, leave it as is. FamilySearch keeps the place-name both as you entered it and as it was standardized. The standardized version helps FamilySearch find the record when someone searches for it.

5. If FamilySearch found other records that might be about this individual, you will see a Review Possible Duplicates button. If you want to review these duplicates, click the button. For more instructions, see step 5 of “Finding and Combining Duplicate Records” on page 95.

6. When all of the information is correct, click the **Done** button.

## Adding Information about Marriages and Families

You add information about marriages separately from adding information about individuals.

If you have questions about how to enter a name, date, or place, look beneath the field where you enter the information. An example shows you the correct format. If the example does not answer your question, click **more examples**, or see the following appendices in this manual:

- “Appendix A: Guidelines for Entering Names” on page 122.
- “Appendix B: Guidelines for Entering Dates” on page 125.
- “Appendix C: Guidelines for Entering Places” on page 128.

To add dates, places, notes, and sources about a couple’s marriage and to add notes about a family, follow these steps:

1. If you are on one of the family pedigree views, follow these steps:
   a. Click the name of an individual who is in the couple’s family.
   b. To add the marriage information for the individual whose details are showing, click the **Spouses and Children** button in the details.

   Or to add marriage information about the individual’s parents, click the **Parents and Siblings** button.

   If you are on the Family Group Record view, go to the next step.

2. Click the **Add** link for marriage information.
The Add link

The Add Relationship Information page appears.

**Tip:** If you clicked the Add marriage event link instead of the Add link, you will see a page with checkboxes for several events. Click the **Marriage** box and the boxes for any other events that you would like to add. Then click the **Continue** button, and continue with the next step in this process.

3. If you do not know an exact date, from the drop-down list that is next to the **Marriage** date field, select the **Before, After, or About** option.
1 Use these options to indicate approximate dates.

4. In the Marriage date field, enter as much of the date as you know.

5. In the Place field, enter as much of the place as you know.

6. If you want to add fields for another marriage date and place (for this same couple) or if you want to add other events related to the marriage, such as engagement or divorce, follow these steps:
   a. Click the Add more couple information link.
   b. Click the box for each type of information that you want to add.
   c. Click the Continue button.
      FamilySearch provides fields for the types of information that you selected.
   d. Enter the information in the fields.

7. If you want to add a note about an event, follow these steps:
   a. Click the symbol next to the event's date field.
   b. Enter the note.
   c. Click the Done button.

8. Click the Where did you get the information drop-down list, and click an option. For more information about adding sources, see “Adding Sources” below.

9. When you are finished adding information about the marriage, click the Done button.

10. If you want to add a note about the family, follow these steps:
    a. Click the View or add family notes link.
    b. Enter the note.
    c. Click the Done button.

Adding Sources

A source is the individual, place, or thing from which information was obtained. Examples of sources include government and church records, cemeteries, your own memory, the memory of others, and so forth.

Sources provide you with the following benefits:
• They allow you to evaluate the reliability of your information. For example, an original record created near the time when an event occurred is probably more reliable than a biography written after the event. Knowing the source can help you identify information that you want to verify with other types of records.

• They provide a history of the sources you have examined. You can then focus research efforts on sources that have not yet been used.

• They help you evaluate conflicting information. When you find conflicting information, such as two different birth dates for the same individual, you can use your sources to determine which one is the most likely to contain the correct information.

• They acknowledge work done by others.

You enter sources at the same time that you add or correct information about individuals and marriages. You can enter as much or as little information as you like about a source.

To add a source, follow these steps:

1. Click the **Where did you get the information** drop-down list, and click the appropriate option.

2. If you obtained the information on this page from different sources, deselect the **Use this source for everything on this page** option by clicking it.

   FamilySearch then provides Where did you get the information drop-down lists for each piece of information on the page. Repeat step 1 for each piece of information.

3. If you want to add more detailed information about a source, click the **Source details** button.

   1. **Use these options to indicate where you got the information (your source).**

   2. **To add more information about your source, click the Source details button.**
The fields that are available on the page change, depending on which option you select in the Source drop-down list.

• If you select the **Personal knowledge** option, you can enter the following information:
  - Whose knowledge you are citing (your own, a sibling’s, etc.)
  - The name of that individual
  - How the information was communicated
  - Comments

• If you select any other option, you can enter the following information:
  - The specific type of source
  - The type of media on which it is stored
  - The title, author, publication information, and description
  - The name, address, telephone number, and fax number of the place where the source is stored.
  - The page number
  - The actual text from the record
  - Comments

4. Enter as much information as you can.

5. When you are finished, click the **Done** button.

---

**Adding Individuals and Families Who Are Not Connected to Your Family Line**

You can add individuals to FamilySearch who have a probable family relationship that cannot be verified because the records are inadequate, such as those who have the same last names and resided in the same areas as known ancestors.

**Adding Individuals Who Are Not Connected to Your Family Line**

If you want to add an individual who is connected to your family line, see “Adding Individuals to Families in Your Family Line” on page 55.

**Important:** You must add a death date or place when you add an individual who is not connected to your family line. If you do not, FamilySearch will add a death date for you. It will be listed as “before” today's date. You cannot enter living people that are not connected to your family line.

To add an individual who is not connected to your family line, follow these steps:

1. On the Home page, click the **Add Information** link. Or click the **Add Information** tab.

2. Click the **Add an Unconnected Individual** link.

3. The rest of the process is identical to adding an individual who is connected to your family line. For instructions, see “Part 2. Enter the New Individual or Find the Existing Individual” on page 57.

**Adding Families Who Are Not Connected to Your Family Line**

If you want to add a family that is connected to your family line, go to “Adding Individuals to Families in Your Family Line” on page 55. You will need to add the family members one at a time.

**Important:** You must add a death date or place when you add individuals who are not connected to your family line.
To add a family that is not connected to your family line, follow these steps:

1. On the Home page, click the **Add Information** link. Or click the **Add Information** tab.

2. Click the **Add a Family That Is Not Connected to My Family Tree** link.
   FamilySearch shows you the Add Family page.

3. To add the husband or father, follow these steps:
   a. Click the **Add the husband** link.
   b. Add the individual. For more specific instructions, see “Part 2. Enter the New Individual or Find the Existing Individual” on page 57.

4. To add the wife or mother, click the **Add the wife** link, and follow the same instructions as for adding the husband.

5. To add the parents’ marriage information, follow these steps:
   a. Click the **Add couple information** link. (This link does not appear until you enter information about both the husband and the wife.)
   b. Click the box for each type of information that you want to add.
   c. Click the **Continue** button.
   FamilySearch provides fields for the types of information that you selected.
   d. Enter the information in the fields.
   e. Click the **Done** button.

6. To add the children, click the **Add a child** link, and follow the same instructions as for adding the husband. Repeat this step to add each of the children in the family.

7. If you want to add family notes:
   a. Click the **Add couple notes** link.
   b. Enter the note.
   c. Click the **Done** button.

8. Review the information that you added about the family.

9. If you need to correct any of the information, click the **Edit** link next to that information.
   Or if you need to remove an individual from the family, click the **Remove** link next to the individual.

10. When the family is as complete and correct as you can make it, click the **Done** button.
Chapter 4

Correcting Information about Individuals and Families

FamilySearch is a program for everyone to work together to identify the common lineage of mankind.

To ensure that FamilySearch contains the most accurate information available, it has been designed to accomplish the following:

• Simplify the process of working together on shared family lines.
• Allow information to be added, corrected, and deleted.
• Protect the information that you contribute from change by others.

Types of Changes That Can Be Made

Changes That You Can Make to Information That You Contribute

When you contribute information, only you will be able to make the following types of changes:

• Correct and delete the names, dates, places, and facts about individuals that you contributed.
• Correct and delete the marriage information for a couple that you contributed.
• Edit the notes and sources that you contributed.
• Delete individuals.
• Remove individuals from families.
• Combine an individual’s information with other information about that same individual.

Other Types of Changes That You Can Make

You cannot change information that someone else contributed. You can, however, do the following tasks, which may affect how information contributed by others looks in FamilySearch:

• Add different names, events, and facts to the individuals.
• Add different marriage information about a couple.
• Link the individuals to additional family members.
• Combine an individual’s information with other information about that same individual.
• Separate information that someone else incorrectly combined with the wrong individual.
• Dispute information that others contributed.
**Tip:** By default, FamilySearch will show you all information that it has about your ancestors, whether you contributed it or not. If you want to see only the information that you contribute, you will need to change your preferences. For instructions, see “Setting Preferences,” on page 18.

**Contributing Corrections with a GEDCOM File**

If you already use Personal Ancestral File or a similar genealogical computer program, you can continue using it to add and correct information. For more information, see “Using Personal Ancestral File and Similar Programs with FamilySearch” on page 85.

**Correcting Information**

**Correcting Information from Church Membership Records**

FamilySearch contains information from Church membership records. FamilySearch shows the contributor of this information as “LDS Church Membership Records.”

**Correcting Church Membership Records of Living Individuals**

If FamilySearch contains incorrect information about living individuals that is from Church membership records, please remember that only ward and branch clerks can change it.

Talk to your own ward or branch clerk if you find incorrect information about you or immediate family members who live in your ward or branch. When the clerk corrects Church membership records, those corrections will be added automatically to FamilySearch.

You will need to coordinate corrections to Church membership records of other family members with the individuals themselves.

**Correcting Church Membership Records of Deceased Individuals**

For other individuals, you can request that changes be made to Church membership records under the following circumstances:

- The individual is deceased, is one of your ancestors, and has “LDS Church Membership Records” listed as the contributor of the death information.
- The individual is deceased, but the event was never recorded on his or her Church membership record. In this case, you can ask that the death date be added. You can also correct the name, relationships, and other dates or events. You will be asked to provide evidence.

To request a change to an individual’s Church membership record, follow these steps:

1. Be prepared to enter the following information yourself:
   - Your full name
   - Your birth date
   - Your membership record number. You can obtain this information in three places:
     - On your user profile in FamilySearch. For instructions on displaying it, see “Changing Your User Profile,” on page 17.
     - On your temple recommend.
     - From your ward or branch membership clerk.
• Your relationship to the deceased individual whose Church membership record you want to change.

2. Gather the following information about the deceased individual whose Church membership record needs to be corrected. (You can find much of this information in FamilySearch. To do so, display the details about the deceased individual, and click the Individual Details button.)
   • The deceased individual’s name.
   • The deceased individual’s birth date.
   • The deceased individual’s Person Identifier. (To see where this number appears, see page 36.)
   • The incorrect information to be changed on the Church membership record.
   • The correct information to be added to the Church membership record.

3. In FamilySearch, go to the individual whose Church membership record you want to change.

4. Click the individual’s name or another piece of information that came from Church membership records.

5. Click the contributor’s name.
   
   **Note:** If the information came from Church membership records only, the contributor will be listed as “LDS Church Membership Records.” If some of the information also came from you or others, you will see either your contact name as the contributor or the word “Multiple,” indicating that more than one contributor provided the information.

6. Click the **To request a correction, click here** link. This link appears at the bottom of the list of contributors.
   
   **Important:** Click this link only to request a change to Church membership records. Do not use this link to request a change to the information from another contributor.

7. Enter the appropriate information in each field.

8. When you are finished, click the **Done** button.

9. Repeat this process for each correction that needs to be made.
   
   When changes are made, you will see the information in FamilySearch.

**Claiming Information That You Contributed before FamilySearch Was Available**

Sometimes FamilySearch does not let you correct information that you contributed before FamilySearch was created, such as information contributed to Ancestral File or the Pedigree Resource File for temple work.

This is because FamilySearch does not recognize that you are the same individual as the one who originally contributed the information.

If you find information that you originally contributed, and you would like to claim it so that you can correct or delete it, please see “Sending Feedback” on page 22.

In your message, please be prepared to provide the following information:

• Your name.

• Your own Person Identifier. (See page 36 for where to find this number.)

• Your birth date

• Your helper identification number. (To find this number, see “Changing Your User Profile” on page 17.)
If you want to claim all of the individuals that you previously submitted, also provide this information:

- All names under which you contributed information, including maiden names.
- Each contact name that FamilySearch shows for the information that you contributed.
- The addresses that you included on contributions to Ancestral File or Pedigree Resource File if you know them.
- Any previous addresses that you included on other submissions, if you know them.

If you want to claim only some individuals, please provide the Person Identifier of each individual that you want to claim.

**Correcting Information Whose Contributor Is “LDS Church Temple Records”**

When temple ordinances are done, the contributor “LDS Church Temple Records” is added to the information that was used to determine that the ordinances could be done.

If you originally contributed this information, you are also listed as a contributor. If you use FamilySearch to correct the information, your contribution will be changed. But the old information will not be completely removed from the system because “LDS Church Temple Records” is still a contributor. This information cannot be changed. This is done to preserve the original information that was used to perform the ordinances. To indicate that you believe it is incorrect, you can dispute it. See “Disputing Information about Individuals and Marriages and Removing Disputes” on page 77.

**Correcting and Adding Information about Individuals Who Are Already in FamilySearch, Including Notes and Sources**

In FamilySearch you can add new information about individuals who are already in FamilySearch and correct information that you contributed. If your information is about a deceased individual, your changes will be available immediately for others to see.

You can do the following:

- **Names, events, and facts.** You can add new names, events, and facts to individuals who are already in FamilySearch. You can correct names, events, and facts if you originally contributed them.
  
  If you did not contribute the original information but have what you feel is more correct information, you can add a new opinion. FamilySearch will keep all of the opinions. You will need to work with other contributors to remove incorrect information. In addition to adding another opinion, you can dispute information that you feel is incorrect. For more information, see “Disputing Information about Individuals and Marriages and Removing Disputes” on page 77.

- **Gender.** You can correct the gender only if you contributed the individual and if that individual is not linked to another individual as a parent or spouse.

- **Notes and sources.** You can add new notes and sources to FamilySearch information regardless of who contributed it. You can change existing notes and sources only if you contributed them.

**Adding a New Name, Event, or Fact to an Individual in FamilySearch**

If you want to add a new name, event, or fact about an individual who is already in FamilySearch, follow these steps:

1. On one of the family pedigree views or the Family Group Record view, click the name of the individual to whom you want to add a new name, event, or fact.
Tip: If you are on the Family Group Record view, you can also click the Add or Edit links that are associated with the information that you want to add.

2. In the details, click the Individual Time Line button or the Individual Details button.

3. Click the Add information link.
   
   Tip: If you click the Individual Details button but do not see the Add information link, click the View or add details link. The Add information link will appear at the bottom of the details.

4. Click the box for each type of information that you want to add.

5. Click the Continue button.

6. Enter the correct information.

7. FamilySearch provides fields for the types of information that you selected.

8. Enter the information in each field, and click the Done button.
   
   Tip: If you added a type of name, event, or fact that does not appear on the Family Group Record, you will not see it on that view. However, it was saved. To see it, click the individual’s name, and then click the Individual Details button.

Note: A place-name may appear different from how you entered it. This is because FamilySearch standardized the place-name automatically. It may have added missing information (such as the country name), changed the place-name to English, or removed diacritics or other characters not used in English. If the place-name is correct, leave it as is. FamilySearch kept the place-name both as you entered it and as it was standardized. The standardized version will help FamilySearch find the record when someone searches for it.

Correcting Names, Gender, Events, and Facts and Adding Notes and Sources to Them

If you want to correct a name, gender, event, or fact or add a note or source, follow these steps:

1. On one of the family pedigree views or the Family Group Record view, click the name of the individual whose name, gender, events, or facts you want to correct.
   
   Tip: If you are on the Family Group Record view, you can also click the Add or Edit links that are associated with the information that you want to add.

2. In the details, click the Individual Details button.
   
   Or if you want to correct information about events or facts that appear on the time line, or add or correct notes and sources about information on the time line, you can also click the Individual Time Line button.

3. Click the Edit link next to the information that you want to edit.
   
   Or click the information itself, and then click the Edit link.
   
   Tip: If you do not see the information that you want to edit, make sure that you can see all of the individual’s information. If the link above the details says “View or add details,” you are seeing a summary. Click that link to see all of the details.

4. If you did not contribute this information, FamilySearch will explain that you cannot edit it. Click the Add Another Opinion button.

5. Make any changes you feel are needed, or leave the information as it is.

Note: A place-name may appear different from how you entered it. This is because FamilySearch standardized the place-name automatically. It may have added missing information (such as the country name), changed the place-name to English, or removed diacritics or other characters not used in English. If the place-name is correct, leave it as is. FamilySearch kept the place-name both as
you entered it and as it was standardized. The standardized version will help FamilySearch find the record when someone searches for it.

6. Click the **Where did you get the information** drop-down list, and click an option. For more information about adding sources, see “Adding Sources” on page 66.

7. To add a new note about that piece of information, click the **Add a note** link, enter the note, and click the **Done** button.

8. Or to edit a note that you contributed previously, click the **Edit note** link near the note you want to change. Make the needed changes, and click the **Done** button.

**Adding a New Individual Note**

An individual note is a general note about an individual. It is not attached to a name, gender, event, or fact about that individual.

To add a new individual note, follow these steps:

1. On one of the family pedigree views or the Family Group Record view, click the name of the individual to whom you want to add an individual note.

2. In the details, click the **Individual Details** button.

3. Click the **Individual notes** link.

4. To add a new note, click the **Add a note about this individual** link.

   Or to edit a note that you contributed previously, click the **Edit note** link.

5. Enter the notes or the corrections.

6. To save your notes, click the **Done** button.

7. When you are finished with the individual, click the **Done** button.

8. FamilySearch may ask you to review and clarify the information that you provided. For more information, see “Part 3. Review and Clarify the Information about a New Individual” on page 60.

**Correcting and Adding to Information about Marriages and Families, Including Notes and Sources**

In FamilySearch you can add information about a couple's marriage and correct information that you contributed. If your information is about a deceased couple, your changes will be available immediately for others to see.

**Note:** A place-name may appear different from how you entered it. This is because FamilySearch standardized the place-names. FamilySearch may add missing information (such as the country name), change the place-name to English, or remove diacritics or other characters not used in English. If the standardized place-name is correct, leave it as is. FamilySearch keeps the place-name both as you entered it and as it was standardized. The standardized version helps FamilySearch find the record when someone searches for it.

You can do the following:

- **Marriage events.** You can add new marriage events to couples who are already in FamilySearch. You can also correct marriage events if you originally contributed them.

   If you did not contribute the information but have what you feel is more correct information, you can add a new opinion. FamilySearch will keep all of the opinions. You will need to work with other contributors to remove incorrect information. In addition to adding another opinion, you can dispute information that you feel is incorrect. For more information, see “Disputing Information about Individuals and Marriages and Removing Disputes” on page 77.
• **Relationship types.** You can change the relationship type between a parent and child if you originally contributed one of the individuals as a parent or child. For example, if you added a child to a family, you can edit the relationship type of that child to his or her father and mother.

• **Notes and sources.** You can add new notes and sources to FamilySearch information, regardless of who contributed it. You can change existing notes and sources only if you contributed them.

To correct information about a couple’s marriage or to add another opinion, follow these steps:

1. On one of the family pedigree views or the Family Group Record view, click the name of an individual who is in the family of the couple whose marriage information you want to correct.
   
   **Tip:** If you are on the Family Group Record view, you can also click the **Add** or **Edit** links that are associated with the marriage information, which is listed with the husband’s events.

2. If you need to edit information about the family in which the individual appears as a child, click the **Parents and Siblings** button.
   
   Or if you need to edit information about the family in which the individual appears as a parent, click the **Spouses and Children** button.

3. If the correct spouse or parent is not showing on the chart, click the name of the spouse or parents that you want to see. They are listed under “Other Spouses” or “Other Parents.”

4. If you want to add a new marriage event, follow these steps:
   a. Click the **Add a marriage event** link.
   b. Click the box for each marriage event that you want to add.
   c. Click the **Continue** button.
   
   FamilySearch provides fields for the types of information that you selected.
   d. Enter the correct information in each field.

5. To edit an incorrect marriage event or to add or edit notes and sources about a marriage event, follow these steps:
   a. Click the **Edit** link next to the marriage event that you want to edit.
      
      Or click the marriage event itself, and then click the **Edit** link.
   b. If you did not contribute this information, FamilySearch will explain that you cannot edit it. Click the **Add Another Opinion** button.
   c. Make any changes you feel are needed, or leave the information as it is.
   d. Click the **Where did you get the information?** drop-down list, and click an option. For more information about adding sources, see “Adding Sources” on page 66.
   e. To add a new note about the marriage event, click the **Add a note** link, enter the note, and click the **Done** button.
      
      Or to edit a note that you contributed previously, click the Edit note link near the note you want to change. Make the needed changes, and click the Done button.

6. To add family notes or to edit family notes that you previously contributed, follow these steps:
   a. Click the **View or add family notes** link.
   b. Click the **Add a note about this couple** link.
      
      Or click the **Edit note** link near the note you want to change.
c. Enter the note.

d. Click the Done button.

7. To change a relationship type, follow these steps:

a. Click the View relationship details link.

   If you contributed this relationship, you will see Edit links next to each relationship type. If you did not contribute this relationship, you will not be able to change the relationship type. Neither will you be able to add another opinion, as you can do with other types of information.

b. Click the Edit link next to the relationship type that you want to correct.

   Or click the relationship type, and then click the Edit link.

c. Click the Relationship drop-down list, and click the correct relationship type.

d. Click the Where did you get the information? drop-down list, and click an option. For more information about adding sources, see “Adding Sources” on page 66.

e. To add a new note about the marriage event, click the Add a note link, enter the note, and click the Done button.

   Or to edit a note that you contributed previously, click the Edit note link near the note you want to change. Make the needed changes, and click the Done button.

f. Click the Done button.

8. If you want to add a source about the relationship type, click the Add a source link. For more information about adding sources, see “Adding Sources” on page 66.

9. When you are finished with the individual, click the Done button.

10. FamilySearch will ask you to review and clarify the information that you provided. For more information, see “Part 3. Review and Clarify the Information about a New Individual” on page 60.

   Tip: If you added a type of event that does not appear on the Family Group Record view, you will not see it on that view. However, it was saved. To see it, click the individual’s name, and then click the Spouses and Children or Parents and Siblings button.

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**Disputing Information about Individuals and Marriages and Removing Disputes**

When you believe that information contributed by someone else is incorrect, you can indicate a dispute.

- You can dispute names, gender, events, and facts about individuals.
- You can dispute marriage events.
- You can assert your belief that an individual does not belong in the family.

If you later change your mind about a dispute that you indicated, you can remove that dispute.

**The Purposes of Disputing Information**

Disputing information is a positive action that helps ensure accuracy. It should not be viewed as negative or contentious. Disputing information helps you do the following:

- Inform other FamilySearch users about errors, differences, or inconsistencies in the information.
• Identify errors in a family line that have been widely circulated and notify other FamilySearch users that they have been disproved.
• Encourage communication with other FamilySearch users that will allow corrections to occur.

What Happens When You Dispute Information

When you dispute information, FamilySearch displays the following symbol near the information:

When you display information that you disputed, the information will be shown with both the disputed symbol and strike-out. When you display information that someone else disputed, you will see only the disputed symbol.

The disputed symbol

FamilySearch asks you to enter a reason that you believe the information is incorrect. Other FamilySearch users can then see that the information is disputed and the reasons for the dispute.

Disputing Information about an Individual or Couple

To dispute information about an individual or couple, follow these steps:

1. On one of the family pedigree views or the Family Group Record view, click the name of the individual who contains information that you want to dispute or an individual in the family of the couple whose information you want to dispute.
   
   Tip: If you are on the Family Group Record view, you can also click the Edit links that are associated with the information that you want to dispute.

2. To dispute an individual's name, gender, events, or facts, click the Individual Details button.
   
   Tip: If you do not see the name, gender, event, or fact that you want to dispute, make sure that you can see all of the individual's information. If the link above the details says “View or add details,” you are seeing a summary. Click that link to see all of the details.

   Or to dispute events about the individual’s marriage, click the Spouses and Children button.
Or to dispute information about the marriage of the individual's parents, click the **Parents and Siblings** button.

3. Click the **Edit** link next to the information that you want to dispute.
   Or click the information that you want to dispute.

4. If you are the only contributor of this information, click the **Delete or dispute** link.
   Or if you are not the only contributor of this information, click the **Dispute** link.

5. When FamilySearch asks why you think the information is incorrect, enter your reasons. Be as complete as possible.
   If you are the only contributor of this information, you will see the following option selected: Do not remove this information, but mark it so that others will see that it is disputed.

6. To leave the information, individual, or relationship in FamilySearch, leave the option selected.
   Or to delete the information from FamilySearch, deselect the option by clicking it.

7. Click the **Done** button.

## Disputing That an Individual Was a Member of a Family, or Indicating That an Individual Never Existed

To assert your belief that an individual in a family does not belong there or never existed, follow these steps:

1. On one of the family pedigree views or the Family Group Record view, click the name of the individual that you believe was not a member of the family or did not exist.
   **Tip:** If you are on the Family Group Record view, you can also click the symbol that is next to the individual’s name.

2. To dispute an individual who appears as a parent, click the **Spouses and Children** button.
   Or to dispute an individual who appears as a child, click the **Parents and Siblings** button.

3. Click the symbol next to the name of the individual who does not belong in the family.

4. Select the menu option that best describes what you would like to do.
   - If you believe that the individual existed but was never married to the spouse shown on the page, select the **Delete or dispute relationship to spouse** option.
   - If you believe that the individual existed but was never related to one of the parents shown on the page, select the **Delete or dispute relationship to father or Delete or dispute relationship to mother** option.
   - If you believe that the individual never existed and should be deleted from FamilySearch, select the **Delete or dispute individual** option.

5. When FamilySearch asks why you think the information is incorrect, enter your reasons. Be as complete as possible.
   If you are the only contributor of this information, you will see one of the following options.
   - Do not remove this individual's record, but mark it so that others will see that it is disputed.
• Do not remove this relationship, but mark it so that others will see that it is disputed.
6. To leave the information, individual, or relationship in FamilySearch, leave the option selected.
   Or to delete the information from FamilySearch, deselect the option by clicking it.
   **Tip:** You may want to leave the incorrect information in if it is an error that is widely circulated throughout your family line. Seeing the dispute will help point family members who are less knowledgeable to the correct information.
7. Click the **Done** button.

**Removing a Dispute That You Entered about an Individual or Couple’s Marriage**

If you disputed information about an individual or information about a couple's marriage, follow these steps to remove your dispute:

1. On one of the family pedigree views or the Family Group Record view, click the name of the individual whose name, gender, events, or facts you disputed or an individual in the family of the couple whose marriage information you disputed.
   **Tip:** If you are on the Family Group Record view, you can also click the Edit links that are associated with the information that you disputed.
2. To remove a dispute about an individual's name, gender, events, or facts, click the **Individual Details** button.
   Or to remove a dispute about the individual's marriage, click the **Spouses and Children** button.
   Or to remove a dispute about the marriage of the individual's parents, click the **Parents and Siblings** button.
3. Click the information itself or the **Edit** link or the symbol that is next to the information that you disputed.
4. Click the **Remove my dispute** link.
   FamilySearch asks you to confirm that you want to remove your dispute.
5. To remove your dispute, click the **Yes** button.
   Or to leave your dispute in FamilySearch, click the **No** button.
6. To return to the family pedigree or Family Group Record view, click the **Close** button.

**Removing a Dispute That You Entered to Indicate That an Individual Was Not a Member of a Family or to Indicate That an Individual Never Existed**

If you disputed that an individual in a family does not belong in that family or that the individual never existed, follow these steps to remove your dispute:

1. On one of the family pedigree views or the Family Group Record view, click the name of the individual that you disputed.
   **Tip:** If you are on the Family Group Record view, you can also click the symbol that is next to the individual’s name.
2. To remove your dispute about the individual and the family in which he or she appears as a parent, click the **Spouses and Children** button.
   Or to remove your dispute about an individual and the family in which he or she appears as a child, click the **Parents and Siblings** button.
3. Click the symbol next to the information that is associated with your dispute, and then click the **Remove my dispute** link.

   **Tip:** If you disputed a relationship between individuals, click the symbol that is next to the line that connects the individuals.

   Or click the symbol next to the name of the individual, and then click the option that best describes the dispute that you want to remove.

   FamilySearch asks you to confirm that you want to remove your dispute.

4. To remove your dispute, click the **Yes** button.

   Or to leave your dispute in FamilySearch, click the **No** button.

5. To return to the family pedigree view or the Family Group Record view, click the **Close** button.

### Deleting Information from FamilySearch

You can delete information from FamilySearch if you are the only contributor to have provided the information.

If you are not the contributor or are not the only contributor, you can dispute the information. For more information, see “Disputing Information about Individuals and Marriages and Removing Disputes” on page 77.

If you are the original and only contributor, you can delete the following types of information:

- Names, events, facts, notes, and sources about individuals.
- Marriage events, family notes, and notes and sources about marriage events.
- Individuals.

You can also remove individuals from families, which deletes a relationship. For more information, see “Removing an Individual from a Family” on page 82.

### Deleting Information about Individuals and Marriages

The process for deleting information about individuals is the same as for editing the information. Instead of correcting the information, you simply delete it. For more specific instructions, see one of the following:

- To delete names, events, facts, notes, and sources about individuals, see “Correcting and Adding Information about Individuals Who Are Already in FamilySearch, Including Notes and Sources” on page 73.
- To delete marriage events, family notes, and notes and sources about marriage events, see “Correcting and Adding to Information about Marriages and Families, Including Notes and Sources” on page 75.

### Deleting Individuals from FamilySearch

You can delete an individual from FamilySearch if you are the only contributor.

If you are not the only contributor, you can dispute that the individual existed. For instructions, see “Disputing Information about Individuals and Marriages and Removing Disputes” on page 77.

To delete an individual from FamilySearch, follow these steps:

1. On one of the family pedigree views or the Family Group Record view, click the name of the individual that you want to delete.

   **Tip:** If you are on the Family Group Record view, you can also click the symbol that is next to the individual’s name.
2. To remove the individual from a family in which he or she appears as a child, click the **Parents and Siblings** button.
   Or to remove the individual from a family in which he or she appears as a parent, click the **Spouses and Children** button.

3. Click the ✐ symbol next to the name of the individual that you want to delete.

4. Click the **Delete or Dispute Individual** option.

5. Enter the reason you think this individual never existed.

6. To delete the individual completely from FamilySearch, deselect the **Do not remove this information, but mark it so that others will see that it is disputed** option by clicking it.
   Or to leave the individual in FamilySearch but mark him or her as disputed, leave this option selected.

7. Click the **Done** button.

### Removing an Individual from a Family

You can remove an individual from a family if you are the only contributor of the information.

If you are not the only contributor, you can dispute the relationships between the family members. For instructions, see “Disputing Information about Individuals and Marriages and Removing Disputes” on page 77.

To remove an individual from a family, follow these steps:

1. On one of the family pedigree views or the Family Group Record view, click the name of any individual in the family from which you want to remove an individual.
   **Tip:** If you are on the Family Group Record view, you can also click the ✐ symbol that is next to the individual’s name.
2. To remove an individual who appears as a child in the family, click the Parents and Siblings button.
   To remove an individual who appears as a parent in the family, click the Spouses and Children button.
3. If the correct spouse or parents are not displayed, click the name of the correct spouse or parents in the Other Spouses or Other Parents list.
4. Click the symbol next to the name of the individual that you want to remove from the family.
5. Click the Delete or Dispute Relationship to Father or the Delete or Dispute Relationship to Mother option.
6. Enter the reason you think the relationship did not exist.
7. If you want FamilySearch to keep the relationship but mark it as disputed, leave the Do not remove this information but mark it so that others will see that it is disputed option selected.
   Or if you want FamilySearch to remove the relationship completely, deselect the Do not remove this information but mark it so that others will see that it is disputed option by clicking it.
8. Click the Done button.

Working with Other Contributors to Remove Incorrect Information from FamilySearch

If you find information in FamilySearch that you believe to be incorrect and if you are not the only contributor of that information, FamilySearch does not let you change the information. If you want the incorrect information to be completely removed from FamilySearch, you will need to work with the other contributors who also provided the information.

For information about how to see and contact other contributors, see “Seeing Contributors, Notes, and Sources” on page 42.

If a contributor did not provide contact information, the contact information is outdated, or the contributor is deceased, you will have to leave the incorrect information in FamilySearch. To let other users know that you believe the information is incorrect, see “Disputing Information about Individuals and Marriages and Removing Disputes” on page 77.

Tip: To update your own contact information, see “Changing Your User Profile” on page 17. Or to change how much contact information FamilySearch displays about you, see “Setting Preferences” on page 18.
Chapter 5

Transferring Genealogical Information from Your Personal Computer to FamilySearch

**What Is GEDCOM?**

GEDCOM (GEnealogical Data COMmunications) is a computer format that lets computer users transfer genealogical data from one computer program to another. GEDCOM was created by The Church of Jesus Christ of Latter-day Saints. (This standard format is used by many family history computer programs.)

If you use Personal Ancestral File or a similar family history computer program, you can contribute your information to FamilySearch as a GEDCOM file. The file name of a GEDCOM file ends with .ged, such as brand.ged.

FamilySearch does not accept the following types of files:

- **.PAF files.** These are files that Personal Ancestral File uses in its program.
- **.ZIP and .BAK files.** These are backup files that you create to restore your family history information if your .PAF file is lost or damaged.

**Recommendations for Contributing GEDCOM Files**

When you contribute a GEDCOM file, FamilySearch tries to see if the individuals in your file are already in the database. If it finds them, it adds your information to the individual’s record in FamilySearch. If it does not find them, it creates new records for the individuals and families in your GEDCOM file.

This works well if you are contributing new individuals to FamilySearch. It does not work as well for contributing additions and corrections to information that is already there. If FamilySearch does not recognize the individuals, it creates duplicate records, which you or someone else working on your family line will need to combine manually with the records that are already in FamilySearch.

Combining duplicate records can be time-consuming if your family line has many of them. To limit the possibility of creating more duplicate records, please consider these recommendations before you contribute GEDCOM files:

- Carefully compare the information that FamilySearch has about your ancestors to the information that you have on your personal computer. Contribute only what is new or different.
- Consider making small additions and corrections by data entry. It may be faster than creating and uploading a GEDCOM file and then combining the duplicate records.
• Contribute small GEDCOM files with about 100 individuals or less. The technical size limit for a GEDCOM file is 1MB.

• If you have a large amount of family history information on your personal computer and update it often, consider a long-term strategy. The first time you contribute the GEDCOM file, you may have to combine duplicate records. In your subsequent contributions, FamilySearch should be able to automatically recognize the duplicate records and automatically combine the records for you and change your previous contributions to match your current contribution.

Using Personal Ancestral File and Similar Programs with FamilySearch

To use FamilySearch, you do not need to use Personal Ancestral File or a similar computer program. FamilySearch, however, is not intended to replace these programs if you already use them.

Use FamilySearch with Personal Ancestral File or a similar program under these circumstances:

• You already use one of these programs and want to continue doing so.
• You want to be able to view, add to, and correct information in your family line when you are not connected to the Internet.
• You want to use features provided by Personal Ancestral File and similar programs.

Features to Look For

If you want to use a family history computer program, choose one that will allow you to contribute your information to FamilySearch. The most useful features are discussed below.

GEDCOM Files

To contribute information in your personal database to FamilySearch, you must be able to create a GEDCOM file. FamilySearch accepts GEDCOM files from most family history computer programs.

Unique Record Serial Numbers

Please consider using a family history computer program that uses unique record serial numbers. (You may also hear these numbers called GUID’s, Global Unique Identifiers, or Globally Unique Identifiers.) Over time, FamilySearch will begin using these numbers to automatically combine information about the same individuals and reconcile differences between previous and current contributions.

If you cannot upgrade to a computer program that uses unique record serial numbers, you can continue using your computer program as long as it can create GEDCOM files. The first time you contribute a GEDCOM file that contains information about individuals who are already in FamilySearch, you may have to combine some individuals manually. But the second time that you contribute information about those same individuals, FamilySearch should be able to reconcile your contributions automatically.

Below is a list of family history computer programs that support unique record serial numbers. If the program that you use is not on this list, please check with its maker. It may have been improved since this user’s guide was created and may now use unique record serial numbers.

• Personal Ancestral File 5.0 and higher
• Legacy Family Tree

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Automatic Change Tracking

Some family history computer programs can track changes that you make to your database. You can then use this information to identify records that you changed and probably need to contribute again to FamilySearch.

Personal Ancestral File 4 and 5 both track changes and allow you to create a GEDCOM file containing only changed records. For instructions, see “Creating GEDCOM Files” on page 89.

If you use a different computer program, please check your program’s documentation for more information.

Using Merge Features

Most computer programs and FamilySearch include features that let you combine multiple records about the same individual. These features often are called something like “merge” or “match/merge.” When you use these features, you usually have to choose a record to keep. Information can be lost from the record that was merged and then deleted.

FamilySearch combines records instead of merging them. When you combine records in FamilySearch, no data is lost. The information is preserved so completely that you can separate the records if you ever find that two records were combined incorrectly.

Before you import a GEDCOM file into your personal database, we recommend that you first import it into a new database and evaluate it carefully. If you decide to import it, you can then use the program’s match/merge and linking features to combine the records of individuals who connect the new family line with the same individuals who are already in your database.

Deciding When to Contribute a GEDCOM File

The following guidelines may help you decide when to contribute a GEDCOM file to FamilySearch.

If You Do Family History Research

If you do family history research and often add new information to your family history database, we recommend that you contribute your updated information as often as possible. This will give you these advantages:

• Your new information will be preserved.
• Your new information will be available for others and may help prevent duplication of research effort.
• You and other family members may be able to begin doing temple ordinances for the individuals and families.

To do this, you should establish a system that allows you to compare the information that you have to the information in FamilySearch. As you discover information that you have that FamilySearch does not, or vice versa, you can contribute the information or make the needed changes manually.

After you know that the information in both places is identical or nearly so, you can start using your program’s change tracking features to create GEDCOM files that contain only changed records. For instructions on how to create a GEDCOM file containing only changed records, see “Creating GEDCOM Files” on page 89.
If You Obtained Most of Your Information from a “Family Genealogist”

If you obtained most of the information in your GEDCOM file from a “family genealogist” who is still alive, who is knowledgeable about your shared family lines, and who is a member of the Church, let him or her contribute the GEDCOM file. Then add or upload only the information that is different, such as information about family lines that you do not share in common with the family genealogist. This strategy gives you a large advantage in working with others. FamilySearch lists the first user to provide the information as the contributor. The family genealogist will be listed as the contributor of the information about your shared family lines. You will be listed as the contributor of all information that is different from what the family genealogist provided.

This allows other users of FamilySearch to contact the contributor who is the most knowledgeable about the information in question.

Exporting Information from FamilySearch for Use in Your Personal Computer

If you find information in FamilySearch that you do not have, you will need to either use the cut and paste features of your operating system or retype it into your computer program. Currently, FamilySearch does not support downloading information for use with Personal Ancestral File or similar computer programs. Family history computer programs may choose to support this feature when it becomes available from FamilySearch.

Deciding What Information to Include in My GEDCOM File

Include in your GEDCOM as much information as you are able to share. Do not include any confidential information, especially in notes, but it is very helpful to have the following:

- **Sources.** Include all sources that you want displayed in FamilySearch.
- **Notes.** Include all notes that you want displayed in FamilySearch.
- **Full information on living people.** Information about living family members will be visible only to the contributor of the information. Notes and sources that are attached to deceased individuals will be visible to everyone who uses FamilySearch. Please make sure that there is no information about living individuals in any notes or sources that are attached to a deceased individual.
- **Tags in your notes.** FamilySearch keeps the tags in your notes. Wherever FamilySearch recognizes a tag about an event, it will associate that note with the correct event. (A tag is a word or phrase that is typed at the beginning of a note that classifies the information contained in the note.)

Contributing GEDCOM Files Larger Than 1 MB

We recommend that you contribute small GEDCOM files. See “Recommendations for Contributing GEDCOM Files” on page 84.

But if you decide that you need to contribute a GEDCOM file that is larger than 1MB, we recommend that you do one of the following:

- Divide your information into smaller GEDCOM files. Then contribute each file separately.
- Send feedback. For instructions, see “Sending Feedback” on page 22. Please be prepared to provide the following information:
- The file size of the GEDCOM file.
- The number of individuals in the GEDCOM file.
- A brief description of the GEDCOM file and the nature of your request.
- Your name, helper identification number, and birth date. (Your helper identification number is displayed in your user profile. To find it, see “Changing Your User Profile” on page 17.)

**Understanding What Will Happen to Your GEDCOM File**

When you contribute a GEDCOM file, none of the information you contribute will be changed. Only you can change the information you contribute. For more information, see “Correcting and Adding Information about Individuals Who Are Already in FamilySearch, Including Notes and Sources” on page 73.

**Information from Your GEDCOM File That Gets Added to FamilySearch**

**Information about Deceased People**

- FamilySearch adds the deceased people into its own database. Please remember that FamilySearch displays all of the information it receives about a deceased individual. If you have information about a deceased individual that should not be published, please do not include it when you create your GEDCOM file.
- FamilySearch records that you contributed the information.
- FamilySearch looks for other records that might be for the same individual. Other information about the same individual may indicate that the temple ordinances are already done. Click the **Possible Duplicates** button to see if it found any. If it did, you can decide whether they are the same individual.
- FamilySearch checks to see if there is enough information for ordinances to be done. By default, the ordinances will be made available for any FamilySearch user to do. If you want all of the ordinances to be reserved for you automatically, change your preferences. For instructions, see “Setting Preferences” on page 18.

**Information about Living People**

To protect rights of privacy, FamilySearch automatically considers that any individual who was born within the last 110 years or married within the last 100 years is alive unless his or her record contains death information.

If you contribute information about people who may still be alive, FamilySearch displays it only to you. When you add death information, then FamilySearch shows that individual to other FamilySearch users.

Information about deceased Church members appears automatically if the death is reported to the Church through a ward or branch membership clerk.

**Notes**

Your notes probably contain information that other members of your family will find interesting or useful. FamilySearch displays all of the notes in your GEDCOM file.

When you create your GEDCOM file, please make sure that you select the option to exclude confidential information. If some of your notes should be confidential, but you have not marked them as such, please do not include notes in your GEDCOM file.
Sources
Sources are valuable. They show the origin of your information. They can help you and others evaluate how accurate the information is likely to be. FamilySearch keeps and displays all of your sources.

Multimedia
No photos, video clips, audio clips, scanned documents, or other multimedia will be added to or displayed in FamilySearch. If you include multimedia links in your GEDCOM file, FamilySearch will not display them.

What Determines How Quickly My GEDCOM File Is Processed?
Two main factors determine how quickly your file is processed:
• The size of your GEDCOM file.
• How many other GEDCOM files are being processed at the same time.

Reasons That FamilySearch Might Not Be Able to Add Your GEDCOM File
FamilySearch may not have been able to add your file for one of the following reasons:
• It may not be a GEDCOM file. If your file name does not end in .ged, please create and contribute a new GEDCOM file.
• You may have removed the floppy disk or other storage device from the drive before your computer finished saving the GEDCOM file on it. Please create a new GEDCOM file, and make sure the file has been completely saved before you remove the storage device from the drive.
• The GEDCOM file may have become corrupted. Please create another GEDCOM file.
• The GEDCOM file may be too large. For information about contributing larger files, see “Contributing GEDCOM Files Larger Than 1 MB” on page 87.

Creating GEDCOM Files
You will need to use a family history computer program like Personal Ancestral File to create a GEDCOM file.

To create a GEDCOM file in Personal Ancestral File, follow these instructions. If you do not use Personal Ancestral File, please refer to the instructions provided by your family history computer program about exporting information.

1. Click the File menu, and click the Export option.
2. In the Export To box, select the option for how to save the GEDCOM file:
   • If you are using Personal Ancestral File 4.0, click the Standard GEDCOM 5.5 option.
   • If you are using Personal Ancestral File 5.0, click the PAF 5 option.
3. Click the Include options that you want:
   • Sources. Include in this file only sources that you want displayed in FamilySearch.
   • Notes. Include in this file only notes that you want displayed in FamilySearch.
   • Full information on living people. Include only information that you have permission to include. Information on living people will be displayed to you and will not be made available to others. See the Conditions of Use.
• **LDS data.** You may include LDS data.

4. To select all of the individuals in the .paf file, click the **All** button.
   Or to select some of the individuals, click the **Partial** option and then the **Select** button. Create a focus list that contains the names that you want to include in the GEDCOM file. For example, to create a GEDCOM file containing only records that you changed, follow these steps:
   a. In the Field filter box, click the **Define** button.
   b. In the Possible Fields box, click the **Last Changed Date** option.
   c. Click the > button.
   d. Click the Options drop-down list, and select the option you want. For example, if you want to select all records that were changed after a certain date, select the **Is greater than** option.
   e. Enter the date or range of dates that you want to filter on.
   f. Click the **OK** button.
   g. On the Field Filtering screen, click the **OK** button.
      Personal Ancestral File searches your records and finds the ones that match the filter.
   h. To see only the records that were selected, click the **Show results only** box.
   i. When all of the records that you want to include are selected, click the **OK** button.

5. Click the **Export** button.

6. Select the drive and folder where you want to save your GEDCOM file.
   a. Click the **Tools** menu.
   b. Click the **Preferences** option.
   c. Click the **Folders** tab.
   d. Type the file name in the Import/Export field.
   e. Click the **OK** button.

7. Enter a name for the file, and click the **Export** button.
   When the export process is complete, a message appears telling you how many names were in the file.

8. Click the **OK** button.

### Contributing GEDCOM Files to FamilySearch

Before you can contribute a GEDCOM file, you must first create it using your family history computer program. When you create your GEDCOM file, note the name of the file and the drive and folder in which it is stored.

To contribute a GEDCOM file, follow these steps:

1. On the Home page, click the **Add Information** link. Or click the **Add Information** tab.
2. On the Add Information page, click the **Contribute a GEDCOM file** link.
3. Read the Overview page, and click the **Continue** button.
4. On the Select the GEDCOM file page, click the **Browse** button, and find the GEDCOM file that you want to contribute.
   **Tip:** If you know the name of the file and where it is stored, you can enter the drive, folders, and file name directly into the field.
5. Click the Continue button.
7. When FamilySearch tells you that your file has been received, click the View Results Now button. Or if you do not want to see the results now, click the View Results Later button.
8. Review the results.
9. Click the Done button.

**Seeing the Results of a GEDCOM File That You Previously Contributed**

To see the results of a GEDCOM file that you previously contributed, follow these steps:
1. Click the Home tab or the Add Information tab.
2. Click the GEDCOM Files That I Added link.
3. Click the GEDCOM file whose results you want to see.
4. If you are finished, click the Done button.
   Or if you want to see a list of the individuals that were added, follow these steps:
   a. Click the See List link.
      You will see a list of the individuals that were in the GEDCOM file.

   b. To see the details about each individual, click the individual’s name.
   c. To see the individual on a family pedigree view, click the Go to the family tree button.
Combining Duplicate Records

Why FamilySearch Contains Duplicate Records

FamilySearch contains information about hundreds of millions of individuals. These individuals came from many different sources, which are described in “FamilySearch Lets You See What Information the Church Has about You and Your Ancestors” on page 8.

In the past, it was very difficult for people to work together on temple and family history work.

Consequently, the following occurred frequently:

- People contributed information about the same individuals and families to the Church for publication in different family history databases.
- People did the temple work for the same individuals and families several times.

All of this information was put into FamilySearch.
FamilySearch automatically combines some duplicate records, and many duplicates have already been combined. But FamilySearch cannot automatically combine all duplicate records. Therefore, some of your ancestors appear more than once in FamilySearch.

Note: If you find records that were combined incorrectly, you can separate them, even if they were combined by FamilySearch.

What to Do When an Individual Has Duplicate Records in FamilySearch

When an individual has duplicate records in FamilySearch, combine them into one record. When you do this, the following happens:

• All of the information is put into the same place. No information is overwritten or deleted.
• The contributors, sources, and notes for each piece of information are maintained and listed.
• FamilySearch remembers where each piece of information came from. If you later find that some records are really about someone else, you can separate them back out again.
• You can quickly tell if the temple ordinances are complete.

Why You Should Combine an Individual’s Duplicate Records

When an individual has only one record in FamilySearch, you will see these benefits:

• The temple work for an individual and family will be done only once.
• An individual’s information is in one place. All contributors can then work together to do the following:
  - Correct errors.
  - Add sources and notes to indicate correct information.
  - Dispute incorrect information.

Tip: By default, FamilySearch will show you all information that it has about your deceased ancestors, whether you contributed it or not. If you want to see only the information that you contribute, you will need to change your preferences. For instructions, see “Setting Preferences,” on page 18.
Even if you disagree with some of the information that has been contributed about an individual, you should combine duplicate records anyway. You can then dispute the information that you do not agree with.
Remember, having the information in one record prevents duplication of temple work and research.

Combining Duplicate Records

FamilySearch provides several ways that you can find duplicate records:

- FamilySearch automatically finds some “possible duplicates” for you.
- You can look at a family. If you see the same individual more than once, you can then indicate which individuals in the family are the same.
- You can search for possible duplicates.

After you find possible duplicates, you can choose the ones that you want to compare. As you compare the records, look at other family members, names, dates, and places. If the records are about the same individual, you can then combine them.

Finding and Combining Duplicate Records

FamilySearch automatically finds possible duplicates and displays them when you click the Possible Duplicates button. Here, FamilySearch lists only records that are very likely to be duplicates. There may be more possible duplicates, but you will have to use another method to find them. For more information, see “Other Ways to Find Duplicate Family Members” on page 96.

Tip: To learn more about combining duplicate records, click the Overview: How Combining Information Affects Your Family Line link.

To see the possible duplicates that FamilySearch automatically finds, follow these steps:

1. From one of the family pedigree views or the Family Group Record view, click the name of the individual whose possible duplicates you would like to review.
2. In the individual’s details, click the Possible Duplicates button.
   FamilySearch displays the possible duplicates that it found.

1. Click these boxes to compare the possible duplicates
3. Click the box next to each individual whose record you would like to compare to the individual whose details are displayed.
4. Click the Compare Selected Records button.
5. Compare the possible duplicate (which appears on the right) to the record on the left. For tips on what to look for as you compare the records, see “Tips for Deciding If Two Individuals Are the Same” on page 105.

**Tip:** If the same family member is listed on both the original record and the possible duplicate, put your mouse cursor on the family member’s name. If the same name is highlighted on both records, then both records are linked to that family member. For example, if the spouse’s name is highlighted on both records at the same time, then both records are connected to the same record about that spouse.

**Caution:** Two children in a family with the same name may not be the same individual. In some countries, if a child died young, the next child born of that same gender was often given the same name as the child who died. Carefully compare birth and death information before combining the records.

6. To see the details about any individual listed on the page, click the individual’s name. His or her details will open beneath the individual whose record you are reviewing. To close the details, click the **Close** link.

---

### Are these the same individual?

<table>
<thead>
<tr>
<th>Name: THOMAS QUICK SHAW</th>
<th>Possible Duplicates: 2 of 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Quick Shaw</td>
<td>Thomas Q. Shaw</td>
</tr>
<tr>
<td>Thomas Shaw</td>
<td>Thos. Q. Shaw</td>
</tr>
<tr>
<td>Thomas S. Shaw</td>
<td></td>
</tr>
<tr>
<td>Thomas Q. Shaw</td>
<td></td>
</tr>
</tbody>
</table>

**Spouses:**

1. Abraham Shaw (1808-1895)
2. Jane Lawrence (1838-1921)

**Parents:**

1. Carrie Goethard (1879-1961)

**Birth:**

- 30 June 1878
- Glenwood, Sevier, Utah, United States

**Christening:**

- 10 December 1878
- Glenwood, Sevier, Utah, United States

**Death:**

- 21 December 1960
- 24 December 1960
- Richfield, Sevier, Utah, United States

**Burial:**

- 22 December 1960
- Richfield, Sevier, Utah, United States

**Person ID:** ZF1QZ-FLL

**Contributed by:**

- LDS Church Temple Records

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1. **Click an individual's name to view details below.**
2. **Click this button to see the previous possible duplicate.**
3. **Click this button to see the next possible duplicate.**
7. At the bottom of the page, click one of the following options:
   • Click the **Yes, combine the records** option if these records seem to be identical and if they are about the same individual. FamilySearch will combine the records.
   • Click the **Yes, but some information is different** option if the records are about the same individual but some of the information is different. FamilySearch will remind you that you can dispute any of the information that you disagree with.
   • Click the **No, or I cannot tell** option if the records are not about the same individual or if you cannot tell. These records will remain on the list of possible duplicates until someone adds enough information to one or both of them that FamilySearch no longer considers them possible duplicates.

8. If you have more possible duplicates to compare, click the **button to display the next one. Repeat steps 5 through 7 for each possible duplicate record.**

   Or if you are finished comparing possible duplicates, click the **Done** button. FamilySearch summarizes your selections. No records have yet been combined. Continue with step 9.

   Or if you want to quit reviewing possible duplicates, click the **Cancel** button. No records will be combined.

   **Tip:** To go to a previous possible duplicate, click the **button.

9. If you are satisfied with your actions, click the **OK** button. Any records that you indicated were about the same individual will be combined.

   Or if you want to cancel your actions, click the **Cancel** button. No records will be combined.

10. FamilySearch will display a message stating that it is looking for more possible duplicates. To return to the page from which you started, click the **OK** button.

   **Note:** When FamilySearch looks for more possible matches, it reconsiders all possible duplicates that you did not combine as well as all other records in FamilySearch. To see the new list of possible duplicates, go to the Possible Duplicates section of the details. You may see more possible duplicates, or you may see fewer.

**Other Ways to Find Duplicate Family Members**

In addition to clicking the Possible Duplicates button, you can find and combine duplicate records in other ways:

• You can combine duplicate family members.

• You can search for possible duplicates.

**Finding Duplicate Family Members**

You may see that the same spouse, parent, or child appears more than once in a family. If you see this, you can select the individual who appears more than once and combine the records.

To find duplicate family members, follow these steps:

1. From one of the family pedigree views or the Family Group Record view, click the name of an individual whose family you would like to check for duplicate family members.

   Another method to find duplicate spouses, mothers, and fathers is as follows:

   a. On the family pedigree, click the **or** button.

   b. On the tab that lets you select a different spouse, father, or mother, click the individual who may have duplicate records.
c. Click the tab that lets you combine duplicate spouses, fathers, or mothers.
d. Go to step 5.

1. Other parents button
2. Other spouses button

2. To check for duplicate parents, brothers, and sisters, click the Parents and Siblings button.
Or to check for duplicate spouses and children, click the Spouses and Children button.

3. Click the button that is next to the family member who appears more than once.
4. Click the option that allows you to combine the information.

1 Options on the menu allow you to combine duplicate family members
FamilySearch lists the fathers, mothers, spouses, or children who can be combined with the individual at the top of the list.
1 Click these boxes to compare the possible duplicates

5. Click the box next to each individual whose record you think might be a duplicate. Before you combine the records, you will be able to compare them in more detail.

6. Click the Compare Selected Records button.

7. For instructions about what to do next, see steps 5 to 10 of “Finding and Combining Duplicate Records” starting on page 95.

Searching for Possible Duplicates

FamilySearch may contain more duplicate records that were found using the other methods.

To find them, you will search for them and select the possible duplicates from a list of search results. You can then compare the records and combine them if they are about the same individual.

Caution: When you search for duplicate records, be extra careful when you compare them. The list of search results will contain many records that may look like the same individual but that may not be duplicate records.

To search for possible duplicates, follow these steps:

1. From one of the family pedigree views or the Family Group Record view, click the name of the individual whose possible duplicates you would like to review.

2. In the individual’s details, click the Possible Duplicates button.

3. Click the Search for other possible duplicates link.

4. Read the caution, and click the OK button.

FamilySearch automatically enters information about the individual into the Search page.

5. If needed, change the information that you want FamilySearch to use when it conducts the search.

Caution: Be sure to enter information about the same individual as the one whose details you started from.

6. Click the Search button.

7. If FamilySearch did not recognize a date or place that you entered, it will display a page that tells you so. Follow these steps:

a. Review the original text that you entered.

b. Review each of the standard dates or places that FamilySearch shows you.
c. If one of the standard dates or places is correct, click it.  
Or if you made a typing error, click the Back button to redo your search.  
Or if you did not make a typing error and if none of the standard dates or  
places is correct, click the None of the above option. FamilySearch will still  
use the date or place when it searches for information. But the date or place  
will not factor as highly when FamilySearch calculates and prioritizes the search  
results.

8. On the list of search results, click the name of an individual that you think might  
be a duplicate.

![Image](image.png)

1. Click these boxes to compare the possible duplicates

9. Review the individual’s details, which appear to the right of the list of search  
results.

10. If you think the record is a duplicate, click the box that is next to the individual’s  
name in the search results. Before you combine the records, you will be able to  
compare them in more detail.

   Tip: Your purpose in reviewing the individual’s details now is to determine if this  
record is a possible duplicate. You are not deciding if they are duplicates. Later in  
the process, you will get an opportunity to compare the records in more detail.

11. Repeat steps 8 through 10 until you have selected all of the possible duplicates that  
you want to compare.

12. Click the Compare Selected Records button.

13. For instructions about what to do next, see steps 5 to 10 of “Finding and  
Combining Duplicate Records” starting on page 95.

**Separating Records That Were Combined Incorrectly**

You can separate records that were combined incorrectly, even if you did not  
(originally) combine them yourself.

**Important**: Please do not separate records from an individual’s combined record  
simply because you think it is incorrect. If the records are about the same individual,  
leave the records combined. You can always dispute the information and work with  
other contributors to correct it. If you separate the records, temple ordinances and  
research might be duplicated.

Follow these steps:
1. On the a family pedigree view or the Family Group Record view, click the name of the individual that contains the record that you want to separate.
2. Click the Individual Details button.
3. Click the Combined records link.
   FamilySearch displays all the records that were combined about this individual.

4. Click the circle of the record that should be removed.
5. Click the Separate Selected Records button.
   FamilySearch shows you the record that will be separated and asks if you are sure.
   If you separate this record, FamilySearch will create a new individual that contains all the information that the record contains. The information will not be deleted.
6. If you want to separate this record, click the Yes button.
   If you do not want to separate this record, click the No button. The Combined Records page reappears, where you can select a different record to separate.
   To cancel the separation process completely, click the Cancel button.
   After you click the Yes button, FamilySearch shows you the new record that was created.
7. To view the newly created record, click the View this record on the family tree link.
   To see the record of the individual that you started from, click the Close button.
   Tip: If you do separate records that were combined by someone else, you should add notes to each individual to explain why you think they are not the same. List the sources of information that helped you arrive at your conclusion.

If Your Family Line Has Many Duplicate Records
If your family line has many duplicate records, use a systematic approach to finding and combining them. A suggested approach is as follows:
Examine each individual on your family pedigree. Start at the top left side of the family pedigree, and work your way down and to the right. For each deceased individual, do the following:

1. Click the **Possible Duplicates** button, and combine the duplicate records. For instructions, see “Finding and Combining Duplicate Records” on page 94.

2. Click the **Spouses and Children** button, and do the following:
   a. Combine duplicate spouses. For instructions, see “Finding Duplicate Family Members” on page 96.
   b. Combine duplicate children.
   c. In turn, click the name of each child and spouse. That individual’s details will appear in a pop-up box. Click the **Possible Duplicates** button, and combine any duplicate records listed there.

3. Click the **Parents and Siblings** button, and repeat step 2 for all of the parents and siblings listed.

4. Close the pop-up box details of all family members, and examine the details of the individual from which you started. Look for evidence that more duplicate records exist. For example:
   - If the deceased individual was a Church member, click the **Individual Details** button. Then click the View or add details link. You should see “LDS Church Membership Records” as one of the contributors. If you don’t, the individual’s Church membership record is probably a duplicate record that hasn’t yet been combined.
   - Review the LDS ordinance dates to see if they make sense. For example, the endowment date may indicate that the individual was endowed during life. But the baptism date may obviously be a proxy baptism that was done later. In this case, a duplicate record will probably contain the date of the individual’s baptism during life.

5. If you find evidence that more duplicate records exist but cannot find them using any other method, click the **Possible Duplicates** button. Then click the Search for other possible duplicates link to find them. For instructions, see “Searching for Possible Duplicates” on page 98.

### How FamilySearch May Display Your Family Line Differently after You Combine Duplicate Records

When you combine an individual’s duplicate records, no information is deleted or overwritten.

This combining of records may, however, change how FamilySearch displays your family line. Consider the following situations:

- Some pages have room to display only one version of a name, date, or place. If FamilySearch now has more than one opinion about an individual’s name, date, or place, FamilySearch may display a different opinion from what you saw previously.
- The individuals’ families were combined. The individual may now be linked to additional parents, siblings, spouses, children, grandparents, and so forth. FamilySearch may display one of these individuals instead of the one you saw previously.

### What to Do If Information about an Individual Changes

If names, dates, or places seem to have changed after you combine records, display that individual’s details, and click the **Individual Details** button. You will see that the information you saw previously is still there.
Tip: If you do not see the information, click the **View or add details** link.

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If it is gone, it means that one of the following occurred:

- The original contributor changed or deleted the information.
- Someone separated the record that contained the information from the record that you are seeing.

**What to Do If a Family Line Changes or Disappears**

If a family line changes or disappears, do the following:

- On the family pedigree views, look for one of the following symbols:
  - ![Multiple Spouses](symbol)
  - ![Multiple Parents](symbol)

- In the individual's details, click the **Parents and Siblings** and **Spouses and Children** buttons. You will see all of the individual's family members.

- On the Family Group Record view, click the **Other spouses** or **Other parents** links.

If the same spouse or parent appears more than once, combine the information about him or her. For instructions, see “Finding Duplicate Family Members” on page 96.

If the new spouses and parents are different individuals, see “Switching to Other Spouses and Other Parents,” on page 32.

**Finding Out If Someone Else Combined an Individual’s Information**

Remember, you may not be the only person working on a family line. If your family line looks different from the last time you saw it, then someone else may have added new information or combined information about an individual.

No information was deleted unless the original contributor deleted it.

To determine if the changes were caused when someone else combined information about an individual, follow these steps:

1. In the details about the individual, click the **Individual Details** button.
2. Click the **Combined Records** link.
Combined record link

You will see all of the information that was combined about this individual.
Understanding Why FamilySearch Does Not Combine Information about Some Individuals

FamilySearch may not combine information about some individuals for a variety of reasons. If FamilySearch cannot combine the information, you will see a page that tells you which information could not be combined and why.

Reasons That FamilySearch Cannot Combine Records

In FamilySearch, records cannot be combined for the following reasons:

• You may not be able to combine records if one of the individuals is still alive or is not recorded in the system as deceased. If you were allowed to combine these records, then the individual’s record would be treated as if he or she were living. Only users who are directly related to the individual would then be able to see the record. This might prevent you or the original contributor from seeing it.

• Some individuals’ records have restrictions that limit the types of changes that can be made or who can make changes. These restrictions may prevent you from combining the records.

• You cannot combine two records that came from Church membership records.

• You cannot combine two records if one individual is male and the other is female.

What to Do If FamilySearch Cannot Combine Information about Individuals

Requesting That Duplicate LDS Church Membership Records Be Combined

Occasionally you may find that an individual has two records that came from LDS Church membership records. The usual reasons are that the records have slightly different birth dates or that the spelling of the last name is slightly different.

You cannot combine these records in FamilySearch yourself. You can, however, request a correction. How you request that correction depends on if the individual with the duplicate records is living or deceased.

• If the individual is still alive, the correction will have to be made by the membership clerk of the ward or branch where the member lives.

• If the individual is deceased, you can follow the steps below to request the correction through FamilySearch.

To request that two duplicate Church membership records for the same deceased individual be combined, follow these steps:

1. In FamilySearch, go to the individual whose Church membership record contains the incorrect birth date or name.

2. Click the individual’s name or another piece of information that came from the Church membership record.

3. Click the LDS Church Membership Records link. (Do not click the Edit link.)

4. Click the To request a correction, click here link.

5. In the first two sections of the page, enter the requested information.

6. In the third section, select the type of correction to be made:

   • To correct a birth date, click the Change the birth information option.
   • To correct the name, click the Change the name information option.

7. Enter the incorrect name or birth date and the correct ones.

8. In the Source field, indicate that this individual has two Church membership records. (You do not need to provide the Person Identifier for the duplicate record.)
9. When you are finished, click the **Done** button.

**Requesting That Other Duplicate Records Be Combined**

You may find that FamilySearch does not allow you to combine or separate some records.

To combine duplicate records that came from Church membership records, see “Requesting That Duplicate LDS Church Membership Records Be Combined” on page 104. For records that cannot be combined or separated for other reasons, please send feedback to request that a system administrator combine or separate the records for you. For instructions, please see “Sending Feedback” on page 22.

In your feedback, be prepared to provide the following information:

- Your full name
- Your birth date
- Your helper identification number. (For instructions on how to find this number, see “Changing Your User Profile” on page 17.)
- Whether you want records to be combined or separated.
- The Person Identifier, name, birth date, and birthplace found on the records to be combined or the record with information to be separated. If the records have more than one version of this information, you can include just one. If the record does not contain all of this information, provide as much as you can, particularly the Person Identifier.
- If possible, a source or reason that verifies why the records should be combined or separated.

**Tips for Deciding If Two Individuals Are the Same**

You decide if individuals are the same by carefully comparing the following types of information:

- Family members, including parents, brothers, sisters, spouses, and children
- Names
- Dates
- Places

**Important:** If the individuals are the same, combine the information even if you think some of it is incorrect. You can always dispute the information and work with other contributors to correct it. If you do not combine the information, temple ordinances and research might be duplicated.

You should remember the following concepts as you compare each type of information.

**Comparing Family Members**

Two individuals may be the same even though information about family members may have differences.

When you compare family members, remember the following:

- An individual may have married more than once.
- An individual may have had more than one set of parents, such as adoptive and biological parents.
- A contributor may not have provided information about all of an individual’s spouses, children, parents, brothers, and sisters.
Comparing Names
Two individuals might be the same even though the names are not identical. And, just because names are identical or similar, do not assume that the individuals are the same.

Conflicting Records
The records about an individual may contain conflicting information. For example, record keepers may have recorded only part of a name. They may have misspelled names or used nicknames, abbreviations, or initials.
FamilySearch considers many common nicknames, initials, and abbreviations when it finds possible duplicates.

Language Differences
The same individual’s name may have been written in different languages during his or her lifetime.
• Individuals who moved to a new country often spelled their names in the language of the new country.
• The place where an individual was living may have been taken over by a different country. Records may have then been kept in the language of the conquering country.
• Names were often written in Latin in Catholic Church records.
FamilySearch considers many other languages when it finds possible duplicates.

Nonstandard Spelling
In many languages, spelling did not become consistent until the 19th or 20th centuries. An individual may have spelled his or her own name differently during his or her own lifetime. Different record keepers may have also spelled the same individual’s name differently in different records.
FamilySearch considers many common spelling variations when it finds possible duplicates.

Siblings with the Same Name
Two children with the same name in a family may not be matches. In some countries, if a child died young, the next child born of that same gender was often given the same name as the child who died.
FamilySearch may identify these children as possible duplicates. Carefully compare birth and death information.

Same Individual, Multiple Names
Individuals may have used more than one name during their lifetime.
Immigrants may have adopted or been assigned a new name in their new country. Others may simply have changed their legal name for other reasons.

Comparing Dates
Two individuals might be the same, even if dates of birth, marriage, death, and other events are different.
**Approximate Dates**
Some contributors may have provided approximate dates and others exact dates or no dates.
FamilySearch considers approximate dates when it finds possible duplicates.

**Conflicting Records**
The records about an individual may contain conflicting information. For example, the birth date may be different on church records and on the death certificate. FamilySearch considers a range of dates when it finds possible duplicates.

**Different Calendars**
The same date might be written differently in different calendar systems.
The Gregorian calendar is the calendar commonly used in Western and Westernized countries. FamilySearch correctly interprets dates when they are written in one of these calendars:
- Gregorian calendar
- Chinese lunar calendar (Chinese lunar dates must be entered in Chinese characters)
You may also see dates as they would be written in other calendars, such as the Christian Ecclesiastical (which uses feast dates), French Revolutionary, Soviet, Persian, Hindu, Arabic, and Hebrew calendars.

**Comparing Places**

**Data Entry Differences**
Different contributors may have listed the same place in more than one way. They may have used abbreviations, left out part of the name, or made typing errors. Some contributors may not have provided a place.
FamilySearch considers common variations of place-names when it finds possible duplicates.

**Conflicting Records**
The records about an individual may contain conflicting information. For example, the birthplace may be different on church records and on the death certificate.

**Assumed Places**
Some contributors may have provided an “assumed” place. For example, they may have assumed that a second child was born in the same place as the first and third children. Other contributors may have provided a more exact place.
You can often recognize an assumed place if “of” is the first word.

**Name Changes**
The same place may have had more than one name throughout time.
FamilySearch considers many changes in place-names when it finds possible duplicates.
**Boundary Changes**
Government and ecclesiastical boundaries may have been renamed or changed over time.
FamilySearch considers many boundary changes when it finds possible duplicates.

**Language Differences**
The same place-name is written differently in different languages.
FamilySearch considers many other languages when it searches for possible duplicates.

**Research and Typing Errors**
Contributors to FamilySearch may have made errors in their research. They may have also made errors when typing information into FamilySearch or their family history computer program.
Before you can do temple ordinances for your ancestors, information about them must be in FamilySearch. FamilySearch then helps you prepare the names.

- It determines if temple ordinances can be done.
- It helps you determine if the ordinances have already been completed.
- It guides you through the process of taking the names to the temple.

If you have questions about what ordinances can be done, please see “Appendix D: Policies for Preparing Names for Temple Work” on page 132, or talk to your bishop or branch president.

Can Ordinances Be Done?

Before you can do temple ordinances for your ancestors, information about them must be in FamilySearch.

The minimum information required for ordinances is as follows:

- Name and gender. This shows that the individual existed.
- Information that shows an individual is dead. This can be a death date, death place, a birth date that occurred more than 110 years ago, or a marriage date that occurred more than 100 years ago.
- Information that distinguishes this individual from others. This can include information about events, such as a birth, marriage, or death, or relationships to other people, such as parents, spouses, or children.

When FamilySearch determines that it has enough information for ordinances to be done, it shows the word “Ready.”
If you know more than the minimum information required for ordinances, please include it. This both preserves all of the information that you know about your ancestors and helps FamilySearch and other researchers find your ancestors more accurately. Even after temple ordinances are completed, you can continue to add and correct information.

**Have Ordinances Already Been Completed or Reserved by Someone Else?**

One of the main purposes of FamilySearch is to ensure that an individual’s ordinances are done only once. President Gordon B. Hinckley said:

> One of the most troublesome aspects of our temple activity is that as we get more and more temples scattered across the earth there is duplication of effort in proxy work. People in various nations simultaneously work on the same family lines and come up with the same names. They do not know that those in other areas are doing the same thing. We, therefore, have been engaged for some time in a very difficult undertaking. To avoid such duplication, the solution lies in complex computer technology (“Opening Remarks, Ensign, Nov. 2005, pp. 5–6)."

FamilySearch is this computer technology. It prevents duplication of ordinances in these ways:

- It contains the most recent information about completed temple ordinances. Information about completed ordinances is added to FamilySearch within 24 hours.
- If an ordinance has been completed in any temple in the world, FamilySearch prevents it from being done again.
- You can reserve ordinances that you intend to do. If other users try to do the same ordinances, FamilySearch tells them the ordinances are “reserved” for someone else.
Occasionally you may find that someone else has already done or reserved ordinances that you would like to do. If the ordinances are already reserved, please honor the desires of the first individual who committed to do the ordinances. Do not try to work around the system to do the ordinances yourself or to redo ordinances that have already been done. Duplication of ordinances, however well meaning, should be avoided.

**Doing Temple Ordinances for Your Ancestors**

Doing temple ordinances for your ancestors consists of five parts. For more detailed instructions of each step, see the sections that follow.

- Part 1. Select the individuals whose ordinances you want to reserve or do.
- Part 2. Decide if the ordinances are already completed.
- Part 3. Print a Family Ordinance Request for the individuals whose ordinances you want to do now.
- Part 4. Take the Family Ordinance Request to the temple.
- Part 5. Temple workers will record each ordinance that you do.

**Important:** Before you start the process of doing temple ordinances for an ancestor in FamilySearch, please combine as many duplicate records about that individual as possible (see “Chapter 6. Combining Duplicate Records” on page 92). Before you can reserve ordinances, FamilySearch will try to help you find duplicate records, but it may not find all of them. That may result in duplicate ordinances being done. This will be an issue particularly if your family tree contains deceased Church members or family lines for whom much temple work has already been done.

**Part 1. Select the Individuals Whose Ordinances You Want to Reserve or Do**

The first part of doing temple ordinances is to select the individuals whose ordinances you want to do. This step has two parts:

- Reserve the ordinances that you want to do. See “Reserving Ordinances” below.
- Select the ordinances that you want to do during your next trip to the temple. See “Selecting the Ordinances That You Want to Do Next” on page 114.

**Reserving Ordinances**

When you reserve ordinances, you select an individual’s or family’s ordinances because you would like to do them. FamilySearch then keeps these ordinances for you and prevents others from doing them.

By default, most ordinances in FamilySearch are available for anyone to do. FamilySearch does not automatically reserve ordinances for you when you add new individuals. If you want to make sure that you can do the ordinances yourself, you will need to reserve them.

**Tip:** If you contribute a GEDCOM file and would like all of the ordinances available in that file to be reserved for you automatically, you need to change your preferences. For instructions, see “Setting Preferences” on page 18.

The following guidelines apply when you reserve ordinances:

- Reserve ordinances only if you feel reasonably sure that you can get them done. It is recommended that you reserve only enough ordinances for a few trips to the temple.
Before you reserve ordinances for individuals who were born in the last 95 years, please get permission from the closest living relative. The closest living relatives are, in this order: spouse, then children, then parents, then siblings.

There is no limit on the amount of time that ordinances can be on your reserved list, but try to get them done in a timely manner.

If you have many ancestors who need ordinances, we recommend that you do not print large numbers of family ordinance cards to give to others. It is very easy for cards to be lost. And even though you can reprint lost cards, there is a risk that the ordinances will be done again if the original cards are found.

Instead, we recommend that you add your ancestors to FamilySearch. Do not reserve the ordinances. Encourage your relatives to use FamilySearch to select and reserve the ordinances that they would like to do.

Note: You can still print cards and give them to others, but we recommend that you print only small numbers to use in situations like these:
- The people who help you with ordinances do not use the Internet.
- The people who help you with ordinances live in a temple district where FamilySearch is not yet available.
- People will help you with ordinances only if you give them cards.

If you reserve ordinances and then find that you cannot do them, please use FamilySearch to request that the temple provide the proxies for you. For instructions, see “Making Sure That Ordinances Get Done” on page 120.

To reserve ordinances, follow these steps:

1. On one of the family pedigree views or the Family Group Record view, click the name of the individual whose ordinances you want to check.

   Tip: If you are on the Family Group Record view and want to reserve the ordinances for the entire family shown on the page, click the icon at the top of the page. Then skip to “Selecting the Ordinances That You Want to Do Next” on page 114.

2. To reserve the individual’s ordinances, click the LDS Ordinances button.

   Or to reserve ordinances for the individual and his or her parents, brothers, and sisters, click the Parents and Siblings button.

   Or to reserve ordinances for the individual and his or her spouses or children, click the Spouses and Children button.

3. Click the button.

   If all of the ordinances for this individual or family are not already reserved for you, you will see a page that shows you the ordinance status of the individual or each individual in the family. Continue with step 4.
If the ordinances are already reserved for you, you will see a page that allows you to click the box for each ordinance that you want to do. Go to step 2 of “Selecting the Ordinances That You Want to Do Next,” in the next section.

4. Click the **I Will Do the Ordinances** button, located at the bottom of the page.

5. If you want to print a Family Ordinance Request now, click the **Yes, Do Now** button. Then go to step 2 of “Selecting the Ordinances That You Want to Do Next” in the next section.

If you want to print the request later or print a request with more ancestors than the ones you just selected, click the **No, Do Later** button. When you are ready to print, go to step 1 of “Selecting the Ordinances That You Want to Do Next,” in the next section.
Select the ordinances that you want to check. FamilySearch will help you determine if you can do them.

<table>
<thead>
<tr>
<th>Parents</th>
<th>Baptism</th>
<th>Confirmation</th>
<th>Initiation</th>
<th>Endowment</th>
<th>Sealing to Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>José Francisco Delgado Baca</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth: 1840</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Louisa Palma Bueno</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth: 1845</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Children</th>
<th>Baptism</th>
<th>Confirmation</th>
<th>Initiation</th>
<th>Endowment</th>
<th>Sealing to Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pascual Fortunato Delgado Palma</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth: 18 September 1892 Piura, Piura, Peru</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Josefa Magdalena Delgado Palma</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth: 1895</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juan Miguel Delgado Palma</td>
<td>Not needed</td>
<td>Not needed</td>
<td>Not needed</td>
<td>Not needed</td>
<td>Not needed</td>
</tr>
<tr>
<td>Birth: 1899</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total males: 0
Total females: 0

Selecting the Ordinances That You Want to Do Next

After you reserve ordinances, you select the ones that you want to do the next time you go to the temple.

You can select ordinances for about 50 individuals at a time. It is recommended that you select only the number of ordinances that you can complete in a reasonable amount of time. But there is no limit on the amount of time that you have to do the ordinances.

To select ordinances, follow the steps below.

**Note:** Before you begin, you may want to check your preferences. See “Setting Preferences” on page 18. The language that is selected there will be used to print your family ordinance cards. This may or may not be the same language you are currently using the system in.

1. Click the **Home** tab. Then click the **Families and individuals that are reserved for temple ordinances (see list)** link.
   
   Or click the **Temple Ordinances** tab. Then click **Select Individuals or Families from My Reserved List** link.

2. Find the individual or family whose ordinances you want to do.

   If the individual or family is not shown, click the **Next page** and **Previous page** links until you see the family you want.
Select the ordinances that you want to check. FamilySearch will help you determine if you can do them.

1. **The Select all link**

2. **The Next page link**

3. **The Previous page link**

**Note:** If you do not find the individual or family that you want or if FamilySearch does not list any ordinances that you can do, you first need to reserve the ordinances. See “Reserving Ordinances” on page 111.

3. Click the boxes for each ordinance that you want to do.

**Tip:** If you want to do all of the ordinances that are available on this page, click the **Select all** link.

4. Click the **Continue** button.

5. Go to “Part 2. Decide If the Ordinances Are Already Completed” below.

**Part 2. Decide If the Ordinances Are Already Completed**

FamilySearch will automatically look to see if it has other records about this individual. Other records may indicate that ordinances are already completed.

You will see only possible duplicates that affect whether the ordinances can be done. To find other possible duplicates, see “Chapter 6. Combining Information about the Same Individual” on page 92.

**Important:** If FamilySearch finds other information about this individual, it is very important that you combine it, even if you disagree with some of the information. When you look at other information, ask yourself, “Is this information about the same individual?” If it is, combine it. The ordinances do not need to be redone, even if the genealogical information contains errors. If you believe that some of the
information is incorrect, please combine the information anyway. Then work with other contributors to correct it or dispute it.

To decide if the ordinances are already completed, follow these steps:

1. Wait while FamilySearch looks for possible duplicates.
2. Click the OK button.
3. For the remaining steps, see step 5 of “Finding and Combining Duplicate Records” on page 94.

**Part 3. Print a Family Ordinance Request**

A Family Ordinance Request is a printout from FamilySearch that lists the ordinances that you have selected to do and the individuals for whom you will do them. You take this request to the temple, where temple workers will print the family ordinance cards that you will use while you do the ordinances.

Before you print the Family Ordinance Request, review it to make sure it has the correct individuals and also the ordinances that you wanted to do. If it is correct, you can then print it.

To print a Family Ordinance Request, you must have first completed the steps listed in “Part 1. Select the Individual Whose Ordinances You Want to Do” on page 111 and “Part 2. Decide If the Ordinances Are Already Completed” on page 115. Then follow these steps:

1. Review the information that will be on the Family Ordinance Request.

2. If it is not correct, click the Cancel button, and you can start over with “Part 1. Select the Individual Whose Ordinances You Want to Do” on page 111.

   **Tip:** If you click the Cancel button, these ordinances will still be reserved for you to do. You can print the Family Ordinance Request later. If you do not want these ordinances to be reserved for you, you will need to make the ordinances available for others to do. See “Making Sure That Ordinances Get Done” on page 120.

   If the information is correct, click the Continue button.

3. When FamilySearch tells you that your request has been saved, click the Print Request button. (This button also has today’s date on it.)

4. When your browser’s print page appears, click the OK button.
5. FamilySearch will ask if your request printed correctly. If it did, click the Yes button.
   Otherwise, click the No button. FamilySearch returns to the page which tells you
   that your request has been saved. Follow these steps:
   a. Fix the printer problem if you can. Check the following:
      • That the printer is turned on.
      • That the printer has paper.
      • That the cables are all properly connected.
      • That there is not a paper jam or other printer malfunction.
   b. Repeat steps 3 through 5.

6. After you have successfully printed the Family Ordinance Request, go to “Part 4.
   Take the Family Ordinance Request to the Temple” below.

Part 4. Take the Family Ordinance Request to the Temple
When you go to the temple, take the Family Ordinance Request with you. Temple
workers will give you the family ordinance cards that you will use while you do the
ordinances.

There is no time limit on how long you can take to do the ordinances after you print
a Family Ordinance Request or family ordinance cards.

As you complete the ordinances, temple workers will complete “Part 5. Temple
Workers Record Each Ordinance That You Do” below.

Part 5. Temple Workers Record Each Ordinance That You Do
As you do the ordinances, temple workers record them and send the information back
to FamilySearch.

For instructions on how to see the newly recorded ordinances, go to “Seeing
Information about Completed Ordinances” below.

Seeing Information about Completed Ordinances

After the temple ordinances are done, information about the completed ordinances
should appear in FamilySearch within 24 hours.

To see information about completed ordinances, follow these steps:
1. On the Home page, click the See Me and My Ancestors link. Or click the Me
   and My Ancestors tab. Then navigate to the individual whose temple ordinance
   information you want to see. For instructions, see “Moving Around on the Family
   Pedigree Views” on page 30.
   Or use the Search feature to find him or her. For instructions, see “Searching for
   Ancestors” on page 45.
2. To display the details about the individual, click the individual's name.
3. Click the LDS Ordinances button.
You will see completed ordinances listed with the ordinance date and the temple where performed.

1. Date when the ordinance was done
2. Temple where the ordinance was done

Reprinting Lost Family Ordinance Requests and Family Ordinance Cards

Occasionally, a Family Ordinance Request or family ordinance cards are lost or destroyed. You can reprint these items as needed.

Reprinting a Lost Family Ordinance Request

You can reprint a lost Family Ordinance Request if the family ordinance cards have not already been printed. If the ordinance cards have been printed, see “Reprinting Lost Family Ordinance Cards” on page 119.

To reprint a lost Family Ordinance Request, follow these steps:

1. On the Home page, click the **Temple Ordinances** link. Or click the **Temple Ordinances** tab.
2. Click the **Reprint Family Ordinance Requests and Family Ordinance Cards** link.
3. Click the **Family Ordinance Request** link.
   FamilySearch displays the Family Ordinance Requests that you have printed that have outstanding ordinances.
4. Find the request that you want, and click the corresponding **Reprint** link.
5. Click the **Reprint Request** button.
6. When the Print page appears, click the **OK** button.

7. The Family Ordinance Request should print. FamilySearch will ask if it printed correctly.

8. If it printed correctly, click the **Yes** button. If it did not, click the **No** button, and see step 5 on page 117.

**Reprinting Lost Family Ordinance Cards**

You cannot directly reprint family ordinance cards using FamilySearch. Instead, you must select the individuals or couples whose cards you need to reprint. FamilySearch will print a Family Ordinance Request that you can take to the temple. There, temple workers will reprint the cards for you.

If you completed some of the ordinances before a card was lost, the cards will indicate which ordinances are already done. This helps prevent the ordinances from being done again. If you reprint cards and then find the originals, please destroy the originals. Otherwise, the ordinances might be done again.

To get lost family ordinance cards reprinted, follow these steps:

1. On the Home page, click the **Temple Ordinances** link. Or click the **Temple Ordinances** tab.

2. Click the **Reprint Family Ordinance Requests and Family Ordinance Cards** link.

3. Click the appropriate link:
   - Cards for males
   - Cards for females
   - Cards for couple sealings
FamilySearch lists the individuals or couples whose ordinances aren’t yet complete.

4. Click the individuals or couples whose cards you want to reprint.

5. Click the **Reprint Request** button.

6. When the Print page appears, click the **OK** button.
   The Family Ordinance Request should print. FamilySearch will ask if it printed correctly.

7. If it printed correctly, click the **Yes** button. If it did not, click the **No** button, and see step 5 on page 117.

8. Take the Family Ordinance Request to the temple, and have a temple worker print the ordinance cards for you.

**Finding Temple Information (Schedules, Driving Directions, etc.)**

You can obtain up-to-date information about temples throughout the world, such as the following:

- A discussion about the purposes of the temple.
- Useful information about individual temples, such as an address and telephone number for the temple, directions for getting there, schedules, etc.
- A discussion about temple and family history work.
- Answers to frequently asked questions about temples and temple work.

To obtain information about temples, follow these steps:
1. On the Home page, click the **Temple Ordinances** link. Or click the **Temple Ordinances** tab.

2. Click the **See Temple Information (Schedules, Driving Directions, etc.)** link.

3. Click the links for the type of information that you want to see.

4. When you are finished, click the **X** button that appears to close the page with the temple information.

### Making Sure That Ordinances Get Done

You have these options for making sure that your ancestors’ temple ordinances get done:

- You can reserve the ordinances and do them yourself. For more information, see “Reserving Ordinances” on page 111.
- You can decide to not reserve the ordinances. FamilySearch will allow you and other users to do them. If you have relatives who use the Internet, this is probably the best way for them to help with ordinances.
- You can reserve the ordinances and then request that the temple provide the proxies for you. FamilySearch will make these ordinances available for other Church members to do. Either another user will select and perform the ordinances, or the temples will give them to temple patrons who do not bring their own family names.
- You can reserve the ordinances, get the family ordinance cards printed, and give the cards to specific individuals who will do the ordinances. (It is not recommended that you print large numbers of cards to give to others. For more information, see “Reserving Ordinances” on page 111.)

**Note:** If you have already printed a Family Ordinance Request that contains an ordinance, you cannot use FamilySearch to make that same ordinance available for others to do. You will need to use a different method to see that the ordinances get done, such as giving the cards to someone else.

To use FamilySearch to make ordinances available for others to do, follow these steps:

1. On the Home page, click the **Temple Ordinances** link. Or click the **Temple Ordinances** tab.
   
   If FamilySearch tells you that you do not have any ordinances that can be made available for others to do, you may first need to reserve the ordinances. For instructions, see “Reserving Ordinances” on page 111.
2. Click the **Make Names Available for Others to Do** link.

3. For each ordinance that you would like to make available for others to do, click the drop-down list, and click the **Temple** option.

4. Click the **Next Page** link.

5. Repeat steps 3 and 4 until you have made all of the names available that you would like to have the temple do.

6. Click the **Done** button.
Appendix A

Guidelines for Entering Names

English, Spanish, and Other European Languages

- Enter the individual’s full name in the same order in which it would be spoken.
- Use initial capital letters for names. You may use all capital letters for last names if you want, but it is not required.
- Enter last names for all children. (In some cultures, children do not have the same last names as parents.)
- Enter a woman's maiden name, not her married name.
- You do not need to use slashes around the last name.
- If an individual has a title (such as those used for nobility, clergy, military ranks, professional affiliations, and scholastic achievements), please enter the information. You can do it in one of two ways:
  - Enter the title in the Full Name field. FamilySearch will help you clarify the parts of the name.
  - Add a field for a title of nobility to the page, and enter the title in it. To add this field, near the bottom of the Add Individual page, click the Add more information link.
- You can enter accent marks and other diacritics as needed. See page 53 for instructions.
- You can enter names in Cyrillic, Greek, and other alphabets. See page 53 for instructions.
- If an individual had more than one name, enter the individual’s main, legal name. Then add more name fields, and enter the other names in them. You can use additional name fields to keep track of spelling variations, the same name in different languages, name changes, aliases, nicknames, and so forth. To add another name field to the page, near the bottom of the Add Individual page, click the Add more information link.

English Examples

Elizabeth Blackshaw
Carl William Brandt
Matthew William Harman Jr.
Brian David Oviatte III

Spanish Examples

Jose Estebán Martinez Delgado
María Anna Padilla Lopez
Juan Angel de la Cruz Vasquez Ovalle
Portuguese Examples

Bernardo Duarte Preto
Maria Angelica Domigues Lima
Maria da Conceição

French Examples

René Emile Donné
Charlette Antoinette Vuatrin
Anne Gerard-George

German Examples

Anna Katharine Dorothea Weiß
Carl Friedrich Wilhelm Müller
Adolph Mein

Scandinavian Examples

Thor Mikkel Hegland
Kristi Olavsdatter Lien
Mette Christine Gottfredson
Kirstine Marie Ehlers
Jørgen Christian Jensen
Ingrid Hendricksdotter
Jens Pederson
Åsa Maria Kahkipuro
Jaakko Maenpaa

Asian Languages

- Use the data entry template for your language. It provides separate fields for family names and given names. The template also provides fields for entering the same name in different scripts.
- If you have Asian ancestry but do not know how to enter the characters from that language, enter your information in the roman alphabet (used in English and other European languages).
- You can enter names in Thai, Cambodian, Laotian, Vietnamese, or other scripts.
- If an individual had more than one name, enter the individual’s main, legal name. Then add more name fields, and enter the other names in them. You can use additional name fields to keep track of spelling variations, the same name in different languages, name changes, aliases, nicknames, burial names, temple names of emperors, milk names, and so forth. To add another name field to the page, near the bottom of the Add Individual page, click the Add more information link.

Japanese Examples

You can enter Japanese names in kanji (Chinese), katakana (phonetic), or roman characters. Entering the name in roman characters will allow Church members in other parts of the world who do not read Japanese to help you with the ordinances.
If possible, please use the Hepburn or Nohon system to romanize names.

Kanji: 平瀬啓
Phonetic: ひらせけい
Roman: Kei Hirase
Chinese Examples

You can enter Chinese names in Chinese or roman characters. Entering the name in roman characters will allow Church members in other parts of the world who do not read Chinese to help you with the ordinances.

If possible, please use one of the following systems to romanize names:

- For Mandarin Chinese: Pinyin
- For Cantonese Chinese: Lau or Yale
- For Taiwanese Chinese: Ziran Pinyi

Chinese: 孫濟方
Roman: Sun Jifang

Chinese: 李衛
Roman: Li Wei

Chinese: 歐陽麗娟
Roman: Ouyang Lijuan

Chinese: 王氏
Roman: Wong shi

Chinese: 張魏氏
Roman: Zhong Wei shi

Chinese: 瓜爾佳
Roman: Guaerjia shi

Korean Examples

You can enter Korean names in Chinese, hangul (phonetic), or roman characters. Entering the name in roman characters will allow Church members in other parts of the world who do not read Korean to help you with the ordinances.

Hangul: 김길동
Chinese: 金吉童
Roman: Gim Gil-Dong

Hangul: 홍순운
Chinese: 洪順元
Roman: Hong Sun-Won
Appendix B

Guidelines for Entering Dates

**Gregorian and Julian Calendars (Western Calendars)**

If you have a Gregorian or Julian calendar date, enter as much of it as you know. For more information, see “What Are the Gregorian and Julian Calendars?” below.

If you have a complete date, you can enter it by using the following examples:

- 23 March 1842
- 23 Mar 1842
- March 23, 1842
- 1842 March 23
- 3/23/1842
- 23/3/1842
- 1842/3/23

If FamilySearch cannot interpret the date correctly, it will ask you to indicate the correct date. For example, if you enter 3/11/1955, it asks if the correct date is 3 November 1955 or 11 March 1955.

If you have a partial date, enter as much as you know:

- 12/1845
- Dec 1845
- 1845 Dec
- 1799

**What Are the Gregorian and Julian calendars?**

The Gregorian calendar is the calendar commonly used in Western and Westernized countries. It corrected the Julian calendar, which, because of miscalculated leap years, fell behind the solar year by several days.

The Gregorian calendar is divided into 12 months: January, February, March, April, May, June, July, August, September, October, November, and December. The first day of the year is 1 January.

Different countries began using the Gregorian calendar at different times. Some adopted it as early as 1582. Others adopted it as late as 1927. Some Orthodox Christian churches still use it. Many countries do not use it.

When a country switched from the Julian calendar to the Gregorian calendar, several days were omitted to bring the calendar in line with the solar year. Also at that time, the first day of the year changed from 25 March to 1 January.

If a date is after 15 October 1582, FamilySearch interprets a date using the Gregorian calendar. If the date is before then, FamilySearch will interpret the date as being from the Julian calendar.

**Double (or Dual) Dates**

Double dates show the year according to both the Julian and Gregorian calendars. For example, in 23 March 1582/1583, 1582 is the year according to the Julian calendar, and 1583 is the year according to the Gregorian calendar.
Double dates are important to many genealogists who do research in the records of Great Britain and its colonies and possessions, including colonial America and Canada. For dates that occurred between 1 January and 24 March in the years from 1582 to 1752, genealogists may use double dates to clarify information they find in records. You may also see double dates written in the records themselves.

You can enter double (or dual) dates as follows:

24 Feb 1721/1722
16 January 1613/14
4 February 1590/1

**Alternative Dates**

If you are not sure on what day or during what year an event occurred, enter each possible date in separate date fields. To add another date field, near the bottom of the Add Individual page, click the **Add more information** link.

**Chinese, Japanese, and Korean Calendars**

FamilySearch correctly interprets dates from the lunar calendars used in China, Japan, and Korea if you enter them in Chinese-based characters. If you cannot enter the date in Chinese-based characters, convert the date to the Gregorian calendar, and enter it in FamilySearch. FamilySearch will interpret the date correctly and will be able to search on and sort your information accurately.

**Chinese Examples**

一九零二年八月六日
民国三年六月九日
民国六年七月五日
民国四年十月至二十四日
民国四十四年乙卯年
民国十一年正月初二日
正吉五年正月乙年
明洪武元年三月
清圣祖癸巳年
萬曆庚辰年正月十五日
光緒七年四月初七日
光緒二十四年閏三月二十六日
乾隆三十八年癸巳元月十八日
閏治天書歲

**Japanese Examples**

明治二年五月初五日
大正三年 or 大正5年 or 大正善年

**Korean Examples**

朝鮮正祖二年
Other Calendars and Dates That Do Not Correspond to a Calendar

People of the world use and have used many other calendars, such as the Christian Ecclesiastical (which uses feast dates), French Revolutionary, Soviet, Persian, Hindu, Arabic, and Hebrew calendars. Some cultures do not or did not use a formal calendar. Instead, they relate events to information such as seasons, phases of the moon, and other events such as wars or natural disasters.

If you have a date that does not correspond to a calendar that FamilySearch supports, you can use one of these strategies:

- If possible, convert the date to the Gregorian calendar, and enter it in the Date field. Enter at least the year. FamilySearch will be able to search on and sort your information accurately. If you want, you can enter the original form of the date in the notes.
- If you cannot convert the date to the Gregorian calendar, enter it in its original form in the Date field. FamilySearch will not be able to search on and sort your information accurately, but at least the information will be available.

Individuals Who Were Stillborn or Died as Infants or Children

If you know that an individual died as an infant or child, you need to enter information that allows FamilySearch to determine which, if any, ordinances are needed.

Children Who Died Before Age 8

If an infant or child was born alive but died before age 8, you can use one of these strategies:

- If you know them, enter the birth and death dates. FamilySearch will calculate the age of the individual at death to determine which ordinances are needed.
- If you do not know an exact death date, from the drop-down list next to the death date field, select the After option. Then enter the last year that you know the child was alive.
- If the child was not born in the covenant, FamilySearch will tell you that the sealing-to-parent ordinance is needed.

Stillborn Infants

If an infant was stillborn (born dead), from the drop-down list that is available for the Birth and Death fields, select the word Stillborn. Because stillborn children do not need any ordinances, FamilySearch will prevent all ordinances from being done.

In records from some countries, “stillborn” does not necessarily mean that an infant was born dead. If the child was born in one of these countries, FamilySearch will allow the sealing-to-parent ordinance to be done, just in case the child was born alive and died shortly thereafter.

Couples Who Lived Together or Had Children But Never Married

Couples who lived together or had children together but never married can still have their family information added to FamilySearch.

Leave the marriage date field blank. If you want to explain that the couple never married, you can enter the information in the family notes.
Appendix C

Guidelines for Entering Places

Roman Languages (English, Spanish, and Other European Languages)

When you enter place-names in a romanized alphabet (such as the one used in English, Spanish, and other European languages), please follow these guidelines:

• Enter the place-name as it existed when the event occurred. You do not need to identify the modern place-name.
• If you know them, enter all of the levels, such as cities, counties, regions, districts, prefectures, provinces, and states. If you do not know all of the levels, FamilySearch will help you to add them.
• Enter a comma and a space between the levels.
• Enter as much information as you know. Do not make up information.
• FamilySearch may be able to provide only limited help with some places, especially as they changed over time. If it cannot help you identify the correct place, simply enter as much information as you know.
• Enter the smallest government level first, and move to the largest. For example, start with the town, and end with the country.
• Include the name of the country whenever possible. If you leave it off, FamilySearch will add it to the standardized version.
• You can spell the place in your own language or in its native language. However, when FamilySearch standardizes it, the place-name will be displayed in English. If you entered accent marks or other diacritics, they will probably not be in the standardized version. Unless you specifically uncheck the Save both your original text and the standardized place option, FamilySearch saves the place both as you entered it and as it was standardized.

English Examples
Chicago, Cook, Illinois*
Southampton, Southampton, England*
Dafen, Carmarthen, Wales*
Doncaster, Victoria, Australia
Akaroa, Canterbury, New Zealand

Spanish Examples
Ixhuacán de los Reyes, Vera Cruz, México
Chimaltenango, Chimaltenango, Guatemala
Chitré, Herrera, Panamá
Ancasti, Catamarca, Argentina
Villarrica, Guairá, Paraguay
Zalla, Vizcaya, Spain
Portuguese Examples
Lomba dos Palheiros, Guarda, Portugal
Curitiba, Paraná, Brazil
Beira, Sofala, Mozambique

French Examples
Beulotte-St-Laurent, Haute-Saône, France
Montréal, Île de Montréal, Québec, Canada
Genève, Genève, Switzerland
Bech, Luxemburg

German Examples
Köln, Nordrhein-Westfalen Lande, Germany
Courgenay, Bern, Switzerland
Jennersdorf, Burgenland, Austria
Vaduz, Vaduz, Liechtenstein

Scandinavian Examples
Jetsmark, Hjørring, Denmark
Viitasaari, Vaasa, Finland
Fell, Stranda, Iceland
Tønsberg, Vestfold, Norway
Stockholm, Stockholm, Sweden

If you know a farm name, enter it as the first level of the place.
Ekaberg, Skarstad, Skarabork, Sweden
Maugerud, Flesberg, Buskerud, Norway
(Ekaberg and Maugerud are farm names. When FamilySearch standardizes these names, the standardized name will not include the farm name. Please leave the Save both your original text and the standardized place option checked. Then FamilySearch will save both the name as you entered it and the standardized name.)
*If you enter the place without the country, FamilySearch will add it for you when it standardizes the place-name.

Asian Languages
When you enter place-names using the writing system of an Asian language, please follow these guidelines:
• Enter as much information as you know. Do not make up information.
• Start with the largest government level, and move to the smallest. For example, start with the country, and end with the village.
• Include the name of the country whenever possible.
• You can enter the place-name in characters from the native language or in roman characters.
• Although FamilySearch is not translated into all Asian languages, you can enter place-names in Thai, Vietnamese, Cambodian, or other languages if you need to.
• Enter the name and levels as they were when the event occurred. You do not need to identify the modern place-name.
• Enter as many levels as you know (such as town, village, city, district, prefecture, province, and country).
• If you enter the place-name in roman characters, enter commas and spaces between the government levels.
Chinese Examples

Mainland China

中國上海
中國安徽歙縣
中國江蘇省常熟市
中國浙江寧波北侖區
中國廣東南雄珠廈街
中國福建泉州
中國潮州府大浦縣
中國福建汀州府寧化縣石壁鄉
中國四川成都市
中國海南島
中國黑龍江省

Hong Kong and Macao

香港九龍彌敦道
香港新界
香港
澳門

Taiwan

台灣省台中市
台灣省彰化縣二水鄉
台灣澎湖

Incomplete Place-Names

楚州山陽
盱眙縣孝弟鄉
同安何田村
荃灣
臺灣大寮鄉

Japanese Examples

広島県広島市佐伯区五日市
東京都葛飾区西亀有
甲州中郡筋高室村
豊前国田川郡上津野村
Korean Examples

Assumed Places

In the past, places were required for every name that was submitted for temple work. If an exact place-name was not known, many people submitted names with an assumed place.

An assumed place is based on a place where one member of a family was born, died, or lived at some time, or where the husband and wife were married. For an assumed place, people usually entered the word “of” before the place-name, such as “of Atena, Salerno, Italy.”

Places are no longer required for temple ordinances to be done. FamilySearch uses a more flexible method to determine when an individual’s ordinances can be done. Instead of entering an assumed place, leave the Place field blank. If you would like to keep track of an assumed place for research purposes, enter the assumed place-name in the notes.

Cemetery and Hospital Names

In the place field, enter the name of the place where the cemetery or hospital was located. Enter the name of the cemetery or hospital in the notes.

Rural Areas and Landmarks

Sometimes, especially when dealing with rural areas, you may find a landmark or other description instead of or in addition to a town or city name. Enter as complete a place-name as you can. Enter any additional details in the notes.

For example, if your ancestor was born near Crawfish Creek in Marion County of Tennessee in the United States, you would enter the following in the Place field:

Marion, Tennessee, United States

In the notes, you can record that this event occurred near Crawfish Creek.

Nomadic or Tribal Peoples

Boundaries on political maps may not correspond to those accepted by nomadic or tribal peoples, such as native peoples and gypsies. In such cases, provide as complete a place-name as you can, or enter the name of a place that was nearby.

Include a detailed explanation in the notes. You can also include names of tribes, clans, ancestral homes, clan seats, and other similar information as facts.

Parishes and Religious Jurisdictions

When you obtain information from church records, the place information may reflect the ecclesiastical (religious) jurisdiction rather than the governmental jurisdiction. For example, if a christening occurred in a parish named St. Martin, you would enter it as follows:

Salisbury St. Martin, Wiltshire, England

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Appendix D

Policies for Preparing Names for Temple Work

**Ordinances That You Can Do**

Church members are responsible to provide temple ordinances for the following individuals who have been deceased at least one year:

- Immediate family
- Direct-line ancestors (parents, grandparents, great-grandparents, etc. and their families)

Church members may also provide temple ordinances for the following individuals who have been deceased at least one year:

- Biological, adoptive, and foster family lines connected to your family
- Collateral family lines (uncles, aunts, cousins, and their families)
- Their own descendants
- Descendants of direct-line ancestors and their families
- “Possible ancestors,” meaning individuals who have a probable family relationship that cannot be verified because the records are inadequate, such as those who have the same last names and resided in the same areas as known ancestors
- Individuals with whom they have shared a friendship

Please do not submit individuals who are not related to you, including names of celebrities or famous people, or those gathered from unapproved extraction projects such as Jewish Holocaust victims.

**Other Policies**

Generally, you may perform temple ordinances for deceased persons one year or more after the date of death without regard to the person's worthiness or cause of death. If you have questions, please contact your bishop or branch president.

Before you provide ordinances for someone who was born within the last 95 years, please get permission from the closest living relative. The closest living relatives are, in this order: spouse, then children, then parents, then siblings.

**Sequence of Ordinances**

Please perform temple ordinances in the correct sequence. This is as follows:

- Baptism
- Confirmation
- Ordination to the Melchizedek Priesthood for males
- Initiatory ordinances
• Endowment
• Sealing of a husband and wife and sealing of children to parents (if possible.) Whenever possible, parents should be sealed to each other before their children are sealed to them.

Although vicarious ordinances performed out of sequence are valid, they become effective only after the prerequisite ordinances are completed.

Ordinances That May Not Be Needed
FamilySearch tells you when ordinances are not needed, such as in these situations:

• Children who are born after their mother has been sealed to a husband in a temple are born in the covenant of that sealing. They do not need to receive the ordinance of sealing to parents.
• Temple ordinances are not performed for stillborn children.
• No baptism or endowment is performed for a child who died before age eight. Only sealings to parents are performed for such children. If the child was sealed to parents while he or she was living, or if the child was born in the covenant, no vicarious ordinances are performed.

Sealing Couples with Undocumented Marriages
You may have a deceased couple sealed to each other if they lived together as husband and wife, even if the marriage cannot be documented. You can use FamilySearch to prepare these names for temple ordinances without any other approval process.

Deceased Women Married More Than Once
You may have a deceased woman sealed to all men to whom she was legally married during her life. However, if she was sealed to a husband during her life, all her husbands must be deceased before she may be sealed to a husband to whom she was not sealed during life.

Deceased Persons Who Had Mental Disabilities
Temple ordinances for deceased persons who had mental disabilities are performed the same as for other deceased persons.

Persons Who Are Presumed Dead
You may have temple ordinances performed for a person who is presumed dead after 10 years have passed since the time of the presumed death. This policy applies to (1) persons who are missing in action, are lost at sea, or have been declared legally dead; and (2) persons who disappeared under circumstances where death is apparent but no body has been recovered.

In all other cases of missing persons, temple ordinances may not be performed until 110 years have passed from the time of the person’s birth.

Other Policies
Please see your bishop for information about the following:

• Temple ordinances involving living people.
• Temple ordinances to seal the living to the dead.
• Any policies not covered above.
Switching from Personal Ancestral File, TempleReady, Ancestral File, and the Pedigree Resource File

When FamilySearch becomes available in your area, TempleReady will be phased out. We recommend that you start adding your family history information to FamilySearch as soon as it is available in your area. By doing so, you will receive these benefits:

- FamilySearch uses more sophisticated rules than TempleReady to determine whether an individual or couple has enough information for ordinances to be done. You may find that you can now do ordinances that TempleReady would have prevented.

  For example, you may find that an individual qualifies for ordinances even though the record lacks dates or places. This is because FamilySearch uses relationships in addition to dates and places to qualify individuals for temple ordinances.

- FamilySearch contains the most current temple ordinance information. You will have a much lower chance of duplicating ordinance work if you use FamilySearch than if you use TempleReady.

- With FamilySearch, you can easily make ordinances available for others to do. You can also see immediately when these ordinances are done.

- You may find others who are working on shared family lines. This can minimize duplication of research and data entry efforts. It can also foster enduring family relationships.

- FamilySearch is available from anywhere you can use the Internet, not just in family history centers.

You Can Still Use Personal Ancestral File and Similar Computer Programs

You can continue to use Personal Ancestral File and similar computer programs to manage your family history information.

To do the temple ordinances, you will have to create a GEDCOM file to contribute information to FamilySearch.

Currently FamilySearch does not allow you to export a GEDCOM file. To keep your family history computer database synchronized with FamilySearch, you will have to manually transfer information from FamilySearch to your computer program.

For more information about contributing GEDCOM files, see “Chapter 5, Transferring Genealogical Information from Your Personal Computer to FamilySearch” on page 84.
What to Do If You Have TempleReady Disks

If you have TempleReady disks and have not yet had the cards printed, take those disks to the temple as soon as possible. Eventually, support for floppy disks will be discontinued.

You can also contribute files on disk to FamilySearch. It will add the records in the TempleReady file to FamilySearch. It also allows you to print a Family Ordinance Request that will allow family ordinance cards to be printed for the names on the disk.

Note: FamilySearch will not recheck the names in your TempleReady file to see if the ordinances have already been done.

What to Do If You Already Have Family Ordinance Cards

If you already have family ordinance cards that you used TempleReady to create, we recommend that you do the following:

• **Recheck the cards to see if the ordinances are already done.** You may find that the ordinances were done by someone else since the International Genealogical Index was last updated. It takes less time to check the status than it does to redo ordinances. If you find that the ordinances are already done, you can simply destroy the card. You do not need to take the card back to the temple.

• **Continue doing ordinances.** Family ordinance cards that were printed before FamilySearch came out will still work. You can continue to do the ordinances yourself or give the cards to others to do.

What to Do If You Have Many Ordinances to Do

In the past, people who had many ordinances to do often printed many family ordinance cards at a time.

If you have many ordinances to do, you can follow these strategies:

• **Make the ordinances available for others to do.** You can use FamilySearch to make the ordinances available for others to do. When you make ordinances available for others to do, the ordinances will be done in one of two ways:
  - Family members can use FamilySearch to select the ordinances.
  - The temples will see that the ordinances not selected by family members get done. Temples will give the names to temple patrons who do not have their own family names. The temples give these names higher priority than the names from extraction programs.

In either case, the ordinances will probably get done more quickly than if you tried to do them all yourself.

• **Request that smaller numbers of cards be printed at a time.** With the convenience of FamilySearch, most people will not need to print large numbers of cards all at once.
Information from Ancestral File, Pedigree Resource File, and the International Genealogical Index

Ancestral File

Information that was published in Ancestral File has been added to FamilySearch.
- You will see the information, including corrections, both as it was originally contributed and as it was later merged and displayed in Ancestral File. You will see notes and sources if they were provided in the original contribution.
- Information and corrections that were never published in Ancestral File are also included.

Pedigree Resource File

Information that was published in the Pedigree Resource File has also been added to FamilySearch.
- Many contributors provided the same information multiple times to the Pedigree Resource File. They often did this to provide additions and corrections. These multiple contributions have been combined. If information changed, you will see the most recent version of the information.
- You will see notes and sources if they were provided in the original contribution.

International Genealogical Index

Information from the International Genealogical Index has also been added to FamilySearch. You can correct the genealogical information but not the ordinance information.
Appendix F

System Requirements

- One of the following operating systems:
  - Windows 98 and above (excluding Windows ME)
  - Windows NT (with service pack 6) and above
  - Windows 2000 (with service pack 4) and above
  - Windows XP Home and Professional (with service pack 1) and above
  - Mac OS X version 10.1 and above (limited support provided)
- One of the following browsers:
  - Microsoft Internet Explorer 5.5 and above
  - Mozilla 1.4 and above, including Firefox
  - Netscape Navigator 7.1 and above
  - Safari 1.2.3 and above (limited support provided)
- A VGA or SVGA monitor with a screen resolution of at least 800 x 600 pixels and at least 65,000 screen colors
- A dial-up Internet connection of 28.8 mbps or better (broadband is recommended for using the online overviews that teach how to use the system)
- Adobe Reader version 6.01 or higher to view and print instructions for FamilySearch
- Flash player version 7.0 or higher to see online overviews for FamilySearch