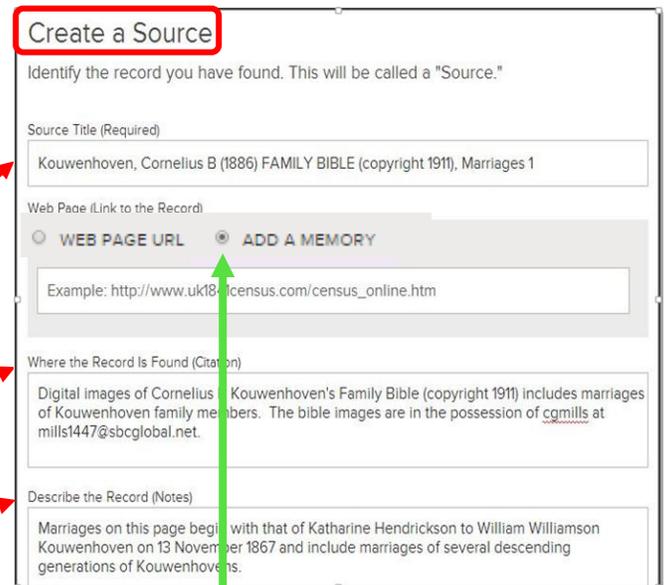


ATTACHING DOCUMENTS AS SOURCES IN FAMILY TREE

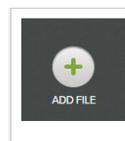
1. Sign-in to FamilySearch, find the person whose document you have and click on their name.
2. In their Summary Card, click on "Sources."
3. Then in details page under Sources, click "Create a New Source."



4. In the Create a Source window, fill in the boxes in the following order:
 - 1 **Source Title**—the Who, What When & Where of the record
 - 2 **Where Record is Found**—give details of physical or digital location of the record so others can find it
 - 3 **Describe the Record**—enter notes
 - 4 **Web Page**—Click on the **ADD A MEMORY** circle if you already have a digital image on a flash drive or computer.



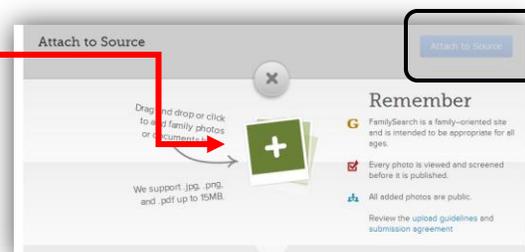
5. In the next window, click on the "ADD FILE" box



to find your document file.

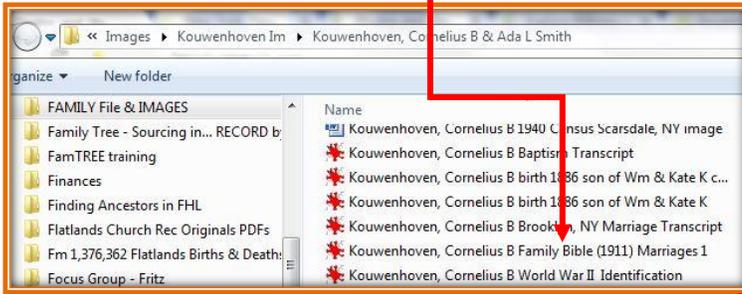
6. If you DO NOT have a digital copy of the document to upload, one can be created by **scanning** or **photographing the actual item** or by **"screen capturing" it on the internet.** (Google "best free screen capture tool" to find evaluations of free screen capture software.)

7. To locate your document, click the **green square** in the "Attach to Source" window.



Pale blue bar = inactive

8. Locate the desired document file on your flash drive or computer and **double click** on it to begin the uploading process



9. When the word **“COMPLETED”** appears, it has been uploaded.



10. Click on the small circle on the left. Selecting an image this way activates the **“Attach to Source”** bar and turns it bright blue.



11. Click on **Attach to Source** to move the document into the Web Page field of the **“Create a Source”** page and attach it to this person in FT.

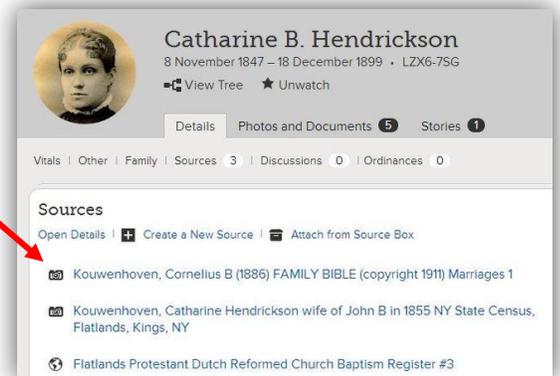


12. Scroll down to locate and **click on**



13. In the new window fill in the **“Reason to Attach Source”** field. State your source and the most important information it provides. Then click **Attach**.

14. The person’s **Details** page opens and a rectangular icon appears by the just attached source in the **“Sources”** section.



15. For this source you can see all the information you entered while attaching this document. The document verifies personal data entered for this person in Family Tree. When others click this source, under **“Sources,”** in the person’s details page they can see the Title, Document image and Citation, its Location, Description, **“Reason the Source is Attached,”** and who submitted the information.

