RecordSeek for Recording Sources in Family Tree

RecordSeek allows you to record your source citations directly from the web. You can record a website as a source <u>with very little effort</u>.

Installation Procedure and Steps to Create a Family Tree Source:

- To **install RecordSeek on your computer** at home: Go to <u>http://recordseek.com</u>

1. Make sure **your browser's Bookmarks/Favorites <u>are displayed</u>**. Methods shown were current as of the handout date.

    a. <u>**Chrome**</u> : Click on the Icon with the three lines/dots and select "Bookmarks" then the "Show Bookmarks Bar" or use <Ctrl>+<Shift>+B for a shortcut.

    b. <u>**Firefox**</u> : Click the "Menu" icon and choose "Customize." Click the "Toolbars" button at the bottom of the screen. Click "Bookmarks Toolbar" to toggle it on and off.

    c. <u>**Safari**</u> : Click on **View** menu. Select **Show** Favorites **Bar.**

2. With the Bookmark" toolbar showing, **simply drag** the **"RecordSeek" button** <u>to the bookmark bar and drop it</u> there.

3. The "RecordSeek" bookmark will appear in your bookmark bar.

4. ****Find Web Site with "source"** you want to "<u>add to Family Tree</u>." source in Family Tree". *(This example uses "billiongraves.com.")*
   ⭐⭐**WRITE DOWN** "Person PID# **BEFORE** beginning attachment!!!

5. Anything you highlight on the web page will be placed in the <u>Notes section</u> of your <u>Family Tree source</u>.

6. Click the **"RecordSeek" bookmark**.

7. When asked, **sign in** with your **FamilySearch** *Account User Name* and *Password*.

8. **RecordSeek** now allows you to create a source to ADD to FamilySearch or Ancestry.com. We will focus only on FamilySearch. **Click on** the **"FamilySearch" icon**.
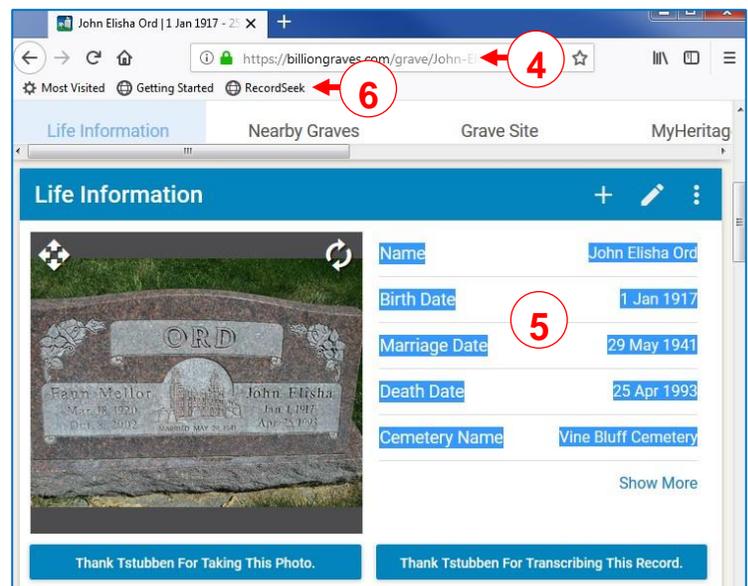
1. The **"Attach a Source" box** appears <u>with the information from the website filled in</u>, but you may *add or edit* any of the information.

2. <u>Notice</u> the "Describe the Record (Notes)" section contains the information highlighted in the web source. (ex: Billion Graves)

3. Select the "Source Box (Folder)" where you would like to save the source.

4. (**Note:** Clicking *Save Now, Attach Later* will "Save the source to your **Source Box**, <u>without attaching to a person</u> page profile.") So <u>continue the process to attach below in step 6</u>..

5. ==**<u>DO NOT</u>** click **Go Back** or **the browser back arrow** or you will have to start the entire process over again**!!!**==

6. "Tag this Source to Events" will allow you to select six different events the source should be attached to.

7. Click Next" to attach to a person in your Tree.

8. Enter information to search for the person.**(Best to insert PID# in step 9.** This is why it's important to write the PID # before starting the process!**)**

9. <u>I recommend</u> you search by **Person's ID Number** (PID#).

10. Click "Advanced" for advanced search criteria, or "Reset" to clear your search entries, or <u>I recommend</u> you click"**<u>Next</u>**" to start the search.

11. <u>If you used step 8</u> and don't find the person, you can modify your search.

12. <u>If you used step 8</u>, when found, click "Select" to attach the source.

13. <u>If you used step 8,</u>You can "Save Now, Attach Later" (see step 4 above).

14. Provide a reason for attaching the source.

15. ==**<u>DO NOT</u>** click **Go Back** or **the browser back arrow** or you will have to start the entire process over again**!!!**==

16. Click "Create & Attach" to complete the task..

When the source has been successfully created you will see the following message. You can then do the following:

17. View the person's Profile on FamilySearch (Details Page).
18. Attach the source to another person.
19. Close the window.

IT'S REALLY "<u>MUCH EASIER</u>" THAN IT LOOKS!! You'll **LOVE** having a tool to automatically write your source citation for you.

(Courtesy of Riverton FamilySearch Library)