

Ancestry Trees

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Free LDS Account for Ancestry.com:
familysearch.org/partneraccess

Why have an Ancestry Tree?

Common Concerns:

- I work in FamilySearch because my goal is taking family names to the Temple so I don't need a tree in Ancestry.com.
- It's so much extra work to maintain another tree, I'm busy enough working in FamilySearch.

Benefits of having an Ancestry Tree:

- You are more likely to meet non-member cousins when you play in the Ancestry.com sandbox.
- When you take the time to research someone, having a copy of that research on Ancestry means that no one else can change your work. This gives you something to compare to when there is a mess in FS.
- Researching, updating, adding people and information are all faster in Ancestry.
- The "FamilySearch" button in Ancestry makes it easy to send data between FS and Ancestry.
- You don't need everything in your Ancestry Tree. This is probably the most important factor to consider. You only need yourself and the people between you and the person you want to work on. Over time your Ancestry Tree will naturally grow. There is no reason to try to get every person, fact, photo, and story from FS into your Ancestry Tree.
- Tentative conclusions stay private.

Make your profile inviting, add a photo and a few details. You can even add a note to your Tree description inviting cousins to contact you.

Public or private? If private, listed or unlisted? If you aren't sure what you prefer, I would recommend you make your tree private until you have formed an opinion. You can always change it to public later.

Why would you have an unlisted tree? If you are working on a tree that is sensitive in nature - the birth family of an adoptee, a family with some sort of trauma, incest, etc, an unlisted tree keeps everything about that tree private.

Creating your tree:

- From scratch
- Import from FamilySearch
 - This import will bring in four generations. You can bring over additional groupings of four generations to build out any portion of your tree.
 - When an ancestor has multiple spouses, occasionally on a FS import, you have a step-parent (grandparent, great-grandparent, etc) showing in your pedigree. You can fix this in the "Edit Relationships" tab. Use the "set as preferred" button to move the correct parent to the desired position.
- Import from a gedcom file (or .ftm file)
 - This is great if you have some old gedcom files from a family member. It allows you to see their work as they completed it.
 - .ftm files are old Family Tree Maker files. FTM is an Ancestry product so they will accept uploads of .ftm files.

Remember - the default setting is for an Ancestry Tree to be public. You have to uncheck the green box to make it private. You can always change the privacy settings of your tree in the future.

Overview of Tree Menus

Tree Overview, on this page you can see:

- A summary of how many people, photos, stories, and records are in your tree.
- Recent activity showing added photos and stories.
- Total number of each type of hint in your tree.
- See the "home" person and the most recently viewed person in your tree.
- A list of people you have invited to view your tree and at the bottom, the option to "Invite family members" and "Manage invitees".

Media Gallery

- This page will show you every media item in your tree. There aren't great tools on this page. It is easiest to access media from a "Person Page" on their individual media tabs.

All Hints

- View a list of total hints in each category for your entire tree.
- Remember - hints are a tool, not the driver.

Tree Settings - three pages:

- Tree Info - on this page you can download a gedcom by clicking "export". This is also where you can delete your tree.
- Privacy Settings - you can change your private settings here. Your tree(s) can be public, private, or private AND unlisted.
- Sharing

Sharing

Using Your Tree

Tree Views

- Traditional landscape view
- Goofy portrait view
- Person page

Person Page In Detail - There are four separate tool areas inside of Trees. We are NOT including the main toolbar at the top of the website that is visible from any page. That is the main Ancestry toolbar.

Upper Left Tool Area:

- We covered the Tree Menus in detail, but we also find the "Search" magnifying glass that will help us find someone in our tree and the tree icon that takes you to the tree view.

Middle Tool Area:

- View in Tree
- View Notes ★★☆☆
- View Comments
- Merge with Duplicate
- Save to Tree
- Print
- Member Connect

This toolbar can be turned on and off by clicking "Tools" in the upper right toolbar and selecting "Show Research Tools".

"Notes" is one of our best tools. We can keep a simple research log here or write what we are thinking or want to try to find. **BE CAREFUL** - there is no save button. The notes save automatically but there is a slight delay. Before you close the notes, wait until you see the word "saved" appear just above the notes box.

Bottom Tool Area:

- Lifestory - The "Lifestory" is auto generated but each portion can be edited to personalize it.
- Gallery - Tools in three places:
 - Upper left we can use "Sort" and "Show" to change what we see.
 - Upper right we can "Upload Photos", "Upload Story", and "Create Story".
 - Bottom center, we can click on the "Upload Media" button.
 - We can also edit information and attachments for a media item by clicking on it. From it's landing page we can click "Edit" in the upper right to change the title or description. We can click the blue "Add" button to attach the item to additional people. We can also share the item as an email, Facebook post, Google+, or tweet. Last, in the upper right corner of the item, we find a few tools, the actual tool icon gives you the option to save the photo by clicking "Download to Desktop".
- Hints - Hints are valuable, but use them with care. They are not always accurate. If you mark a hint as "Accepted", "Ignored", or "Undecided", you can always find them again under each of those tabs.

- **Facts** - This is where we work! The "Facts" page has three main columns: "Facts", "Sources", and "Family". Each column has an "Add" button. But the "Facts" column also has a "Show" button. You can turn on and off "Historical Insights" and "Family Events" from the show button. Family Events can overcrowd the "Facts" column. I typically leave them off. But they can be very helpful if you are trying to create a location timeline to find a missing event or person in the family.
 - In the "Facts" column we can add different facts and events by category, ie address, baptism, cause of death, etc. We can also add a custom event for any item not found on the list.
 - Most facts include a description area where you can write notes about the fact or event. For instance, if "Fred" is the informant on a death record and gives his address, you can add an address fact with the date from the death record and Fred's address. In the description area you might write something like this, "Fred was the informant on John Smith's death record. He listed his address as..."
 - Every fact in the "Facts" column can be edited. Click on "Edit" in the upper right of each fact card. Edit any items you like. You can also add media to the item by clicking on the media tab in the edit screen. So if you have an image of a death record in the gallery, you can attach that image to the fact card for the death information. You can also attach sources to facts. This happens automatically when you attach a source, but if you end up with two dates for an event, you can delete one and link both sources to the fact by clicking on "Source Citations" in the edit screen for that fact.

Web links - my FAVORITE! You can add any number of weblinks with a description you choose. So if have to stop working on something, but found a few records you aren't finished looking at, you can add them as web links with titles like, "possible death record", "likely marriage record", etc. You can also edit or delete the web links at any time. So if you later confirm that marriage record, you can edit the web link to say "marriage record". Web links can be a record found anywhere online or a record found on Ancestry.com.

Upper Right Tool Area: Search & Edit Tools on the Person Page

Edit Tool:

- **Quick Edit:** This is where you can quickly edit a person's name, date and place of birth or death, gender, or status - living or deceased.
- **Edit Relationships:** If you accidentally create a person from a record but they are attached to the wrong person - for instance a step parent on the census - you can correct that under edit relationships. If you discover that you are related to someone in two branches of your tree, instead of having two versions of them in different places, you can find them and attach them to the newly discovered relationship. For instance, my husband's 3rd great-grandfather had a second marriage (hubby descends from the first) to one of my 2nd cousins a few times removed. She was already in my tree so I simply attached her to Grandpa rather than creating a duplicate version of her.
- **Delete** - use with caution.

Search

- Search Basics
 - Click "Search" in the upper right tool area of a person page. This will start a record search using the data in your tree about that person.
 - At the top of your search page you will see information about the person and their family. This can be a helpful reminder as you look through the search results.
 - There are search filters and category filters on the left. Make good use of these to help you reduce the number of records in your search results. For more information on how to do this effectively, see the handout for my "Making Better Use of Ancestry.com" class.
- Adding People From Sources & Using Record Hints
 - Carefully evaluate record hints. They are not always accurate. When there is an image - ALWAYS study the image carefully and extract all of the data. Not everything will be in the index.
 - If you discover a record that includes a new person, most of the time the save page will allow you to add that new person where they belong. If the record does not explicitly state the relationship (ie, any US census prior to 1880), Ancestry will not add additional people like spouse, children, siblings, etc. You will need to add them manually.
 - Pay attention to the suggested records on the right of every record page. Sometimes when I'm stuck, I open all of the **known** records for a person and then see what suggested records are on each record page. Once again, these are a form of a hint. Hints are not always accurate. Use them with caution.
 - When attaching a source, if you click on the green "edit all fields" button on the upper right, you can edit names, dates, and places. For instance, if the date is listed as "05 Aug. 1885", you can standardize it to "5 August 1885" before you hit save.
- Multiple Surnames - Ancestry allows multiple surnames in the surname field. This can be helpful when searching for women. It can also add confusion - feel free to add or remove last names in this field as needed to fine tune your search results.
- Searching Trees - Public & Private
 - Once again - CAUTION, don't blindly trust a public tree. They can be riddled with errors. Use them as a guide only. Don't save people directly from a public tree. Take the time to find the records and create the person in your own tree based on facts and evidence. Even if a tree has no sources, if it has dates and places you don't have, use that information as a guide and go looking for sources based on those dates and places.
 - In the search results page you can choose the category "Family Trees". You will see a list of member trees - public and private - that closely match your person. You can open and view public member trees. You can message owners of private member trees. Don't be scared of those members who keep their trees private. I do, and I always respond to messages.
 - When you message a cousin - keep it friendly, keep it short. You can always send additional messages over time.

FamilySearch Button

What can this magical button do?

- Import people from FamilySearch into your Ancestry Tree
 - Go to an end of line person in your Ancestry Tree, go to their person page, click the FS button and choose, "Add relatives from FamilySearch". From here you can add people individually or you can import four generations. Be careful with this. If you go too fast, you may bring in a few duplicates - or a lot of duplicates and then you will want to cry. 😊

- Check for duplicates - like the “find” algorithm
 - First - what is the big deal about duplicates?
 - Temple time is precious - we want to use it on necessary ordinances.
 - The “possible duplicates” button on FS only find duplicates that are basically identical.
 - Please see the additional handout titled, “Finding-adding people to FT 2018 MFHF version” for more information on understanding how to avoid creating duplicates, and how to find duplicates that already exist in the tree.
 - After you have discovered someone and researched them in your Ancestry Tree, you can check the FS tree to see if they are already in that tree. Your results will be more varied just like if you use the “Find” page on FS. The algorithm that Ancestry uses is much more accurate than the “possible duplicates” algorithm on FS. If you see suggested people that seem close, open a FS window and type in their ID number. Look at them carefully. MANY people are in the tree multiple times. Help make the tree more accurate by carefully searching for duplicates. Once you have just one instance of a person in the tree on FS, you can link that person in FS to that person in your Ancestry tree.
- Send facts & sources between FS & Ancestry
 - This is accomplished easily by clicking the FS button from a person page and then choosing, “Compare person on FamilySearch”. You can then view the two versions of the person side by side. You simply click the box next to an item (date, place, name, source) that you want to send in either direction and then click “save” at the bottom of the page.
- Add people to FS from your Ancestry Tree
 - If you identify a family member who is not in the tree on FS, you can add them to FS right from your Ancestry Tree with a few simple clicks. All facts and sources will be added to that person when they are created - easy peasy!
- Reserve ordinances
 - After identifying that someone truly needs ordinances (you have carefully checked for and cleaned up any duplicates), you can click on the FS button and select the top item to go right to the temple page and reserve any necessary ordinances.
- Once a person is connected to themselves on FS, you can use the FS button to quickly get to them in FS by choosing, “View this person on FamilySearch”. This is an awesome tool!

Remember! MOST of your cousins are non-members. Playing in the ancestry.com sandbox increases your chances of connecting with a distant cousin who may be the steward of a family treasure that will help your research.

“Many of your deceased ancestors will have received a testimony that the message of the missionaries is true. When you received that testimony you could ask the missionaries for baptism. But those who are in the spirit world cannot. The ordinances you so cherish are offered only in this world. Someone in this world must go to a holy temple and accept the covenants on behalf of the person in the spirit world. That is why we are under obligation to find the names of our ancestors and ensure that they are offered by us what they cannot receive there without our help.

“...remember that the names which will be so difficult to find are of real people to whom you owe your existence in this world and whom you will meet again in the spirit world. When you were baptized, your ancestors looked down on you with hope. Perhaps after centuries, they rejoiced to see one of their descendants make a covenant to find them and to offer them freedom. In your reunion, you will see in their eyes either gratitude or terrible disappointment. Their hearts are bound to you. Their hope is in your hands. You will have more than your own strength as you choose to labor on to find them.”

- Henry B. Eyring, “*Hearts Bound Together*”, April 2005 General Conference