

# Family History Newsletter

2022: 01

## The Detail Page

In this newsletter we will continue to explore some of the mechanics of the **Family Tree Program** by reviewing the information found on the [DETAIL](#) page. To get to the [Detail Page](#) for your ancestor from the [Home Page](#) hover your cursor over the heading Family Tree and click on the word '[tree](#)'. This action will bring up your pedigree chart. By clicking on the name of anyone on your tree, the Summary Card will appear. This card gives a minimal amount of information on the selected person. (this is a good place to check and see what ordinances have been completed). From this point you may click on either the person's name or the word 'person' to bring up the full detail page.

There is a lot that happens on the detail page. This is where you add and correct names, dates, locations and events. On this page you can also add other family members (spouses, children, parents). Memories, Documents, Photos and Life Sketches can also be added on the Detail page. We will review this at a later time. Here are a few things to remember about the detail page:

1. At the top left we see the green **FamilySearch**. Again, all of the headings to the right of the logo refer to the entire program. Below the logo you will find a picture of your relative along with dates and their PIN number. Look below and you will see the headings: Details, Time Line, Sources, Collaborate, Memories and Ordinances. These headings apply specifically to this relative. For example, if you want to see all photos and documents attached to this person, click on memories. If you want to view this person's attached sources, click on sources.
2. **View My Relationship** can be found at the top right. When doing research, always check to see if you are related closely enough to this person to do their Temple work. After clicking, if a box comes up that states 'no relationship found' you may not do Temple work for this person. This frequently happens with distant in-laws.
3. **Making changes to a record.** The top section of the detail page is where you will find the [Vital Information](#) on your relative. If you find additional information on your relative it can be added by clicking on the work 'edit' next to the appropriate field. If you see a red exclamation point by a piece of vital information it indicates there is an error of some sort. Again, click on the word 'edit' to make necessary changes. Always add a reason for the addition or change you are making. This helps others who view your tree to understand what you did. It also helps to prevent others from making incorrect changes to your tree.
4. **Standardize.** The computer is programmed to match your relative with public records based on certain parameters. Always use the standard forms of names, places and dates so you will get better results from the built in matching program. For example when adding dates the standard form is: day of month, month spelled out, and complete year. (10 January 2022). for locations use city, county, state, country. (Bountiful, Davis, Utah, United States) If you do not know all the information, leave it out. Do not use fillers such as additional commas. (Bountiful,,Utah – wrong). Do not use the word county (Bountiful, Davis County, Utah – wrong) Names must also be standardized. **Remember women are always listed by their maiden name.** If you do not know her last name, leave the box empty. Do not use her married name. A person's first name and all middle names are listed together. Only the last name goes in the box marked 'surname'.
5. **Adding a marriage date.** This is done on the lower portion of the detail page in the area entitled [Family Members](#). To the right of the husband and wife's names you will see an icon that looks like a pencil and paper. Click on the icon and a form will open up allowing you to add a marriage date and location.

6. **Adding Family Members.** Additional family members such as a spouse or multiple spouses, children and parents can be done in the bottom section of the detail page entitled Family Members. Look for links that say add spouse, children or parents. **Make sure in the case of multiple marriages you are adding children to the right set of parents.** Children should be with their birth parents. If a child's mother dies and a step mother raises the child, the child still is listed with their birth parents. In the case of adoption, the child goes with the legal adoptive parents.

7. **Additional Details.** Sometimes we learn interesting and important facts about our relatives that we would like to notate on their Detail page. A place has been provided to do this. Look for the bold heading OTHER INFORMATION. It is located between the vital information and family members. This section includes a list of special events that have been gleaned from the attached sources. You can add your additional information by clicking on 'Add Information'. A drop down list will appear that will let you notate things like alternate names, occupation, stillborn, no children, etc. You can also scroll to the bottom of the list and you can add custom events that are not included in the drop down list.

8. **Research.** At the top of the column on the right side of the detail page you will find 'Research Help'. Clicking here will bring you up a list of hints that might apply to your relative. Reviewing these hints will help you add to your Family Tree.

9. **Search Records.** This area allows you to search for records on Family Search and various partner sites for information on your relative. You do have to register for the partner sites to have free access to them. If you are not registered and need help with this step, you can call a ward specialist and they will walk you through the process.

10. **Latest Changes.** This section shows you recent additions or changes to this person's information. It also shows you who has been working on your tree. Remember, Family Tree is a cooperative tree and other family members will be able to work on your shared relative's information.

11. **Tools.** Be sure to check this section for duplicates. Temple work cannot be reserved if a duplicate entry exists. If you can be certain that two people with different PIN numbers are actually the same person, they must be merged to release the name for Temple reservations.

12. **Print.** From this point you can select from a number of different pedigree views and print a hard copy for your records.

13. At the very top right of the detail page, to the left of your name you will see several other icons.

**The question mark in the circle.** Clicking here will let you ask questions and get help.

**The message icon.** Clicking on this icon will show you messages you have sent to or received from relatives who are working on your family lines.

**The bell.** If you have a red dot on the bell it means you have a message from family search. This could be a record hint or notification regarding completed temple work.

Always check these icons for interesting information.

If you have questions on any aspect of the detail page please feel free to contact a member of the Ward Family History Committee.