

Family History Newsletter

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Finding your way around the Family Search/Family Tree Program is essential for your success in family history research. In the next several newsletters we will take some time to explore various aspects of the Family Search Program.

In this Newsletter we will focus on the '**Home Page**' and what information is found on it. After signing in to your Family Search account the page that opens up is the 'Home Page.' There is a lot of information on the page including the best access to Temple Opportunities.

1. At the top left of the page you will see the Family Search logo. From the home page you can open additional tabs by holding your cursor on the green **Family Search** logo at the top left and dragging it up to the plus sign on the top tab line and releasing. This will allow you to open multiple tabs as you search alternate records for your ancestor.
2. From any page in the program you can click on the green **Family Search** logo and return to your home page.
3. Across the top of the home page you will see the headings; Family Tree, Search, Memories, Indexing, Activities and Temple. On the home page these headings apply to the entire program. They are not person specific.
 - a. Clicking on **Family Tree** allows you to view your tree and provides you a means to search for a specific person in your tree.
 - b. Clicking on **Search** will bring you a drop down list of various search locations. We will look at this more closely in the future.
 - c. Clicking on **Memories** will bring up your gallery, a collection of photos and documents that you have attached to your family tree. There is also a search tab that lets you locate specific individuals.
 - d. Clicking on **Indexing** will take you directly into the Indexing Program.
 - e. Clicking on **Activities** will link you to a variety of activities that are both educational and fun for the entire family.
 - f. Clicking on **Temple** will provide you with Temple Opportunities.

Finding Temple Opportunities

4. The Home Page is the ideal place to find Temple Opportunities. On the home page, hold the cursor over the word Temple. On the drop down list, click Ordinances Ready. Select the type of ordinance you are looking for. The Temple Ready names will appear. You can print cards from this page.

***NOTE:** this program is gender specific. If you are signed into FamilySearch.org the program knows if you are male or female and will only give you the names of those of your gender that need Temple work done. The program will offer you up to 4 Baptisms, 5 Initiatory, 1 Endowment, 10 Sealings to Parents and 5 Sealings to Spouse.

****NOTE:** There has been a recent change to this function. If other members of your family have shared names with the Temple, this program will now pull from that shared list once your reserved names have been exhausted.

If you are looking for ordinances for both male and female patrons, hold the cursor over the word Temple and click on 'all reserved'. This brings up a list of all male and female relatives whose work you have reserved. Click the box to the left of the name you want and then print cards. Try using the 'filter by name or ID number' to locate a specific person. You can also click the "filter" box to sort by ordinance, expiration date, etc. On this page you will also find the Reservation Policy. This is helpful if you are concerned about your ability to do work for a specific person.

5. At the top right of the home page you will find the word 'HELP'. By clicking on 'help' you will be able to locate various resources including tutorials, a list of Ward Consultants and three options for contacting Family Search Specialists. You can email the Specialists with questions, you can enter a chat room and type back and forth or you can call the toll free number and talk directly with a Specialist. I've used the Help system a number of times. The specialists are trained and they will kindly help you with your questions.

6. Also at the top right you will see three icons preceding your name. The question mark will allow you to search specific topics. The message sign has communication between you and other family search members. The bell indicates notifications from Family Search. Be sure to check it if there is a red dot on it.

7. Also on the right hand side of the Home Page you will find a list of recommended tasks for specific ancestors. These tasks often include record hints that you can review for additional information on that particular person. This is a good way to add new information and documentation to your family tree. Below tasks you will see a list of recently viewed ancestors. This is very helpful if you are interrupted in your research and want to come back to a specific person or if you want to review information on a person you previously viewed.

8. In the center of the Home Page you will also see photos and documents that other members of your family have recently attached to someone in your family tree. These are always interesting to look at. The name of the person attaching the memory is included and you can view your relationship to the submitter. That person's email might also be available if you need to contact them with a question or a simple 'thank you'.

If you have any questions about this material, please feel free to contact a member of the Ward Family History Committee.

