FAMILY TREES GUIDE

Welcome to the Family Trees Guide. The family tree tools were designed to be both powerful and easy to use, though we understand you may have some questions along the way. This guide was created to help you. Here we'll cover how to use Family Trees, addressing these points:

- Upload A GEDCOM
- Start A New Tree
- Edit/Delete A Tree
- About Your Tree
- Manage People In Your Tree
- Attach A Saved Record
- Common Questions

If you have a specific question, we recommend you read **Common Questions** first (at the end of this guide) or email familytrees@archives.com (issues about your account, subscription, or billing should be sent to support@archives.com).

Watch the tutorial video by clicking the "Watch The Family Tree Tutorial" link in your family tree.

There are two ways to get started--you can start a new tree or import one you've already created.
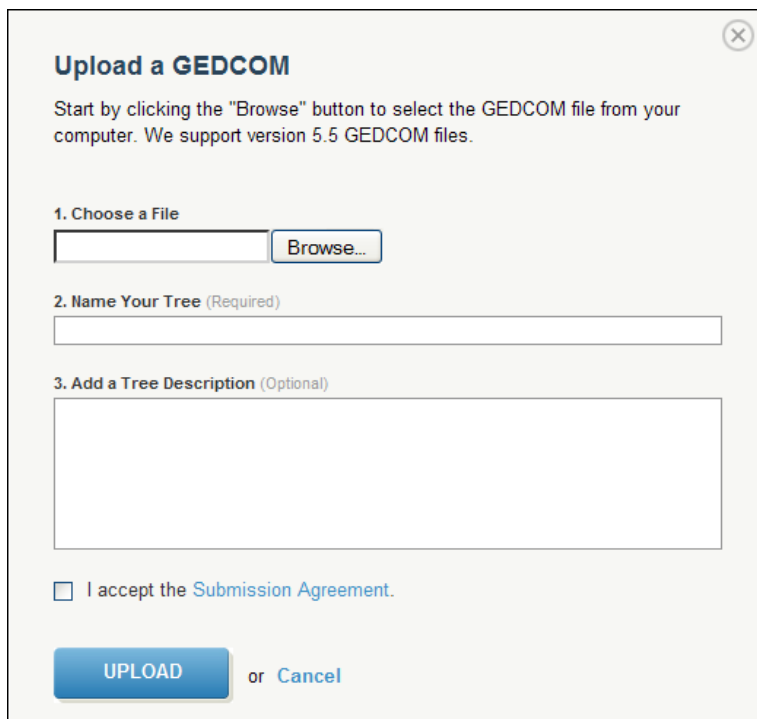
Upload A GEDCOM

A GEDCOM is the standard file format for most family tree software programs. You can create a GEDCOM by exporting your family tree from Family Tree Maker, Personal Ancestral File, Legacy Family Tree, and many other programs.

To import an existing tree:

1. Click the "Upload A GEDCOM" button from the Family Trees tab.

2. You will be prompted to select the GEDCOM file from your computer, name your family tree, and add a tree description (optional). You can update the name of your tree and tree description anytime.

3. To import your family tree click "Upload". Your tree will now be saved in Archives.com, and will be accessible anytime from the Family Trees tab.

4. Select a person from the GEDCOM file to be your "home person" (typically yourself). Begin typing the name of the person you'd like to choose, then click a name from the dynamic drop-down menu.

    a. NOTE: your home person is your tree's home base. At anytime click "home person" to return to the default or "home" view. You can change your home person by clicking the "change" link next to the name of your home person.

Select a home person:

Select a Home Person for this Family Tree

It is recommended that you select yourself as the Home Person.
If you are not in this tree, you can select a primary person you are researching.

Home Person: | juli|

Julie Ann Franklin

Julie Ann Jennings

Julienne Conne

Start A New Tree

If you don't have an existing tree, Archives.com makes it easy to create a new family tree.

To start a new tree from scratch:

1. Click the "Start A New Tree" button from the Family Trees tab.

2. You will be prompted to name your family tree, and add a tree description (optional). You can update the name of your tree and tree description anytime.

3. To create a new tree click "Create Tree".

Create a New Tree

Start a new tree by providing a Tree Name and Description below.

1. Name your Tree (Required)

2. Add A Tree Description (Otional)

CREATE TREE   or Cancel

4. Add your "home person" (typically yourself) by clicking the Add Home Person link on the first branch of your tree.

Edit/Delete A Tree

You can update the name of your tree and tree description, or delete a tree anytime by clicking "Manage Tree Settings". Once a tree is deleted, it cannot be recovered.

About Your Tree

To view a family tree from the Family Trees tab, click the name of the family tree (example: "Hill Family Tree") or the "View Tree" link.

1 Hill Family Tree (13 people)   View Tree | Manage Tree Settings

Example Family Tree:

Tree Layout—the home person will be the first person displayed on the left. Beneath the home person will be their spouse and children. To update the view to focus on a spouse or child, click their name or hover your mouse over the name and click the arrow icon (pointing left) that appears.

To the right of the home person will be their parents and grandparents. To view additional ancestors click the arrow icon (pointing right) next to any ancestor at the right of your screen.

Tree Layout:
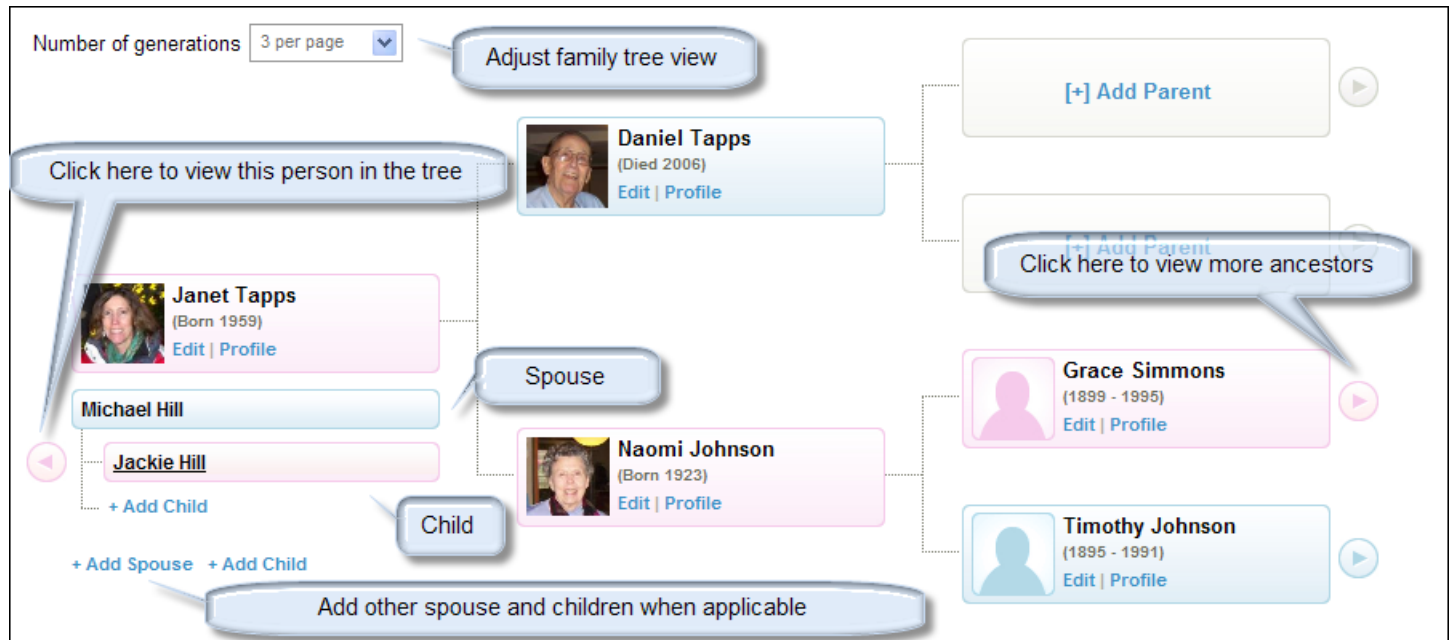
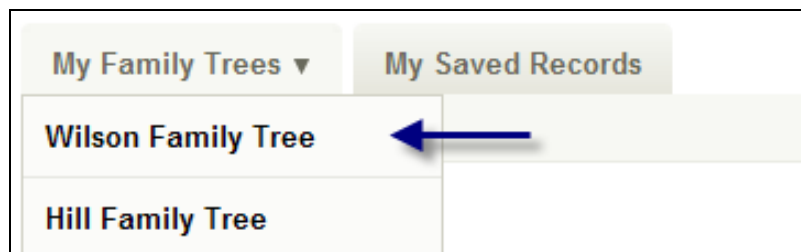**Switch To Another Tree**—to view another tree at anytime, click the My Family Trees tab and choose the other tree you would like to view from the drop-down menu.

Home Person – is your tree's home base. At anytime click "home person" to return to the default or "home" view. You can change your home person by clicking the "change" link next to the name of your home person.

Find Someone– find a person in your tree by entering a name into the search field at the top right of your screen, or click the "List of All People" link.

- **Search field**—to find someone using the search field enter at least three letters of the person's first name. Click the name of the person you'd like to find in the dynamic drop-down menu.

- **List of All People**—clicking this link will give you a snapshot of every person in your tree. You can filter results by name, or browse by surname.

My Family Trees ▼	My Saved Records	Watch the Family Tree Tutorial or Read the Help Doc (pdf)

Hill Family Tree (12 people)   Home Person: Jackie Hill (change) | List of All People | Print | *jack*

*Jack*ie Hill   (Born: 1985)

Tree Statistics—inside of a tree, you'll notice tree statistics in the bottom right corner of your screen. Here is an explanation of those terms:

- **People** – number of people in your tree

- **Stories** – number of notes attached to people in your tree

- **Events** – number of vital events (example: birth, marriage, death) associated with people in your tree

- **Scrapbook Items** – number of images attached to people in your tree

Manage People In Your Tree

Your family tree allows you to easily add and update family members to extend the branches of your tree.

Add A Person—as the tree is defined by familial relationships, all people added to the tree must be related to the home person. Begin by adding the parents and the spouse of your home person. To do this:

1. Click the "[+] Add Parent" or "[+] Add Spouse" link and fill in as much information as you know about that person including name, birth date, death date, gender, etc.

   a. NOTE: for female surnames you should enter their maiden name (not married name).

2. Press "Save" to add them to your tree.

Add Person

Fill in as much information as you know about this person.

Gender

First & Middle Names   Last Name

Birth Date   Birth Place

☐ Estimated Date

Death Date   Death Place

☐ Estimated Date

Save   or Cancel

When starting a new tree, begin by adding the parents or spouse of the home person. If you've uploaded a GEDCOM, use the search field to find the most recent person you added to the tree to pick up where you left off.
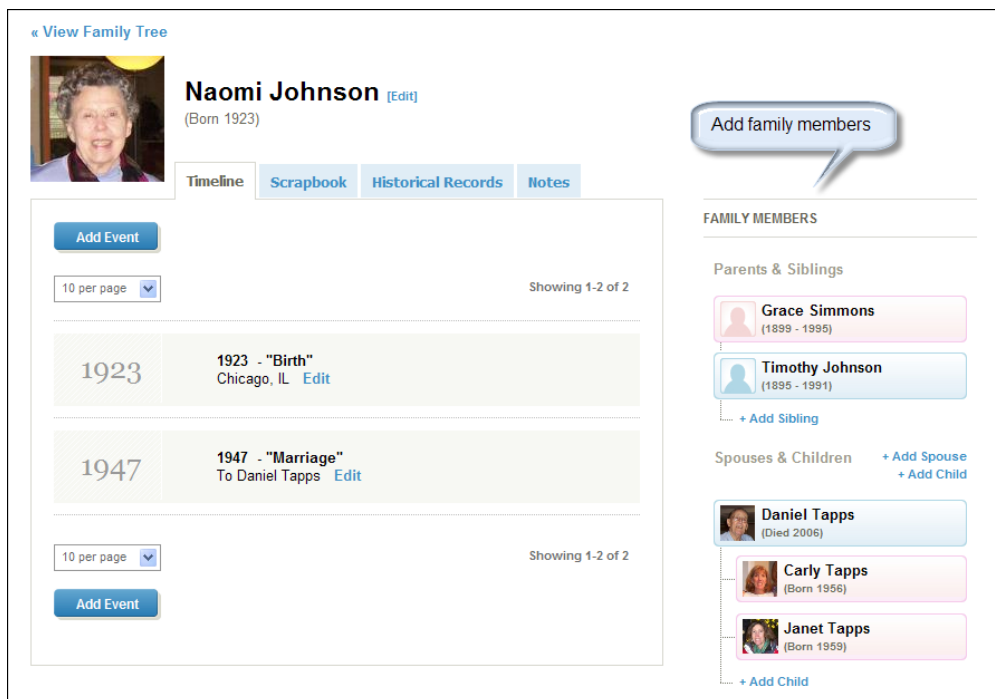
Add Relationships—relationships are created by adding parents, spouses, siblings, and children to existing members of the tree. All other relationships (grandparents, nieces, nephews, aunts, uncles, etc) are based off these primary connections. Example: add your grandparents by adding the parents of your parents.

To add a parent, spouse, or child (two options):

- **In family tree**--click the "[+] Add" link **- OR -**
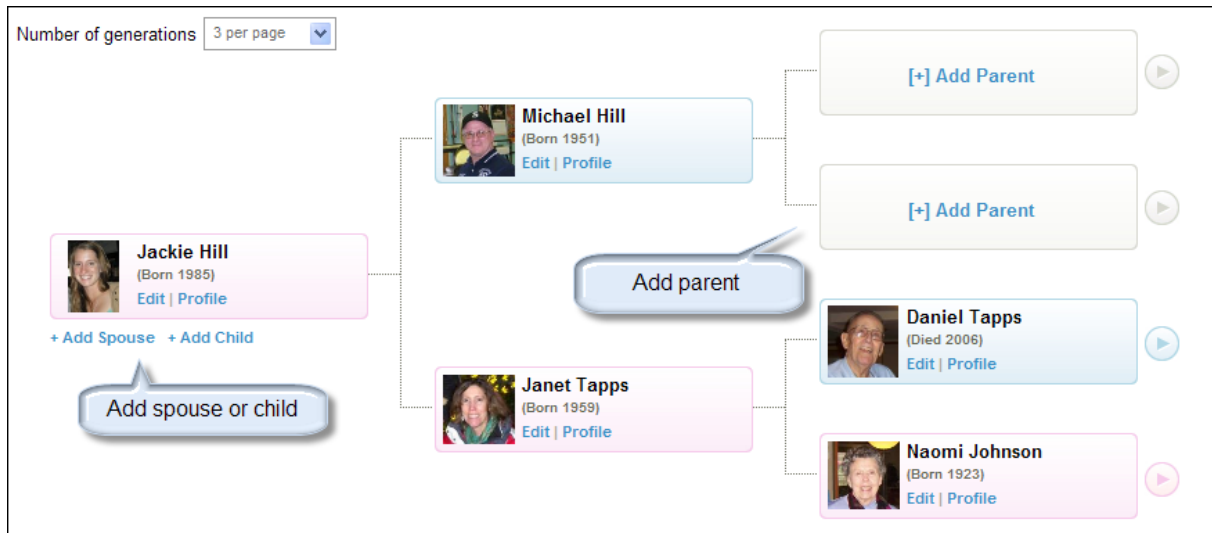
- **In a tree member's profile**—click the "[+] Add" link under "Family Members"

(Add Relationships Continued..)

    o   NOTE: you can add additional spouses or children in the tree view or in a member profile. Add children to an additional spouse by clicking the "[+] Add Child" link beneath this person.

To add a sibling (two options):

- **In family tree**--click the "[+] Child" link to a parent of a person you'd like to add - **OR** -

- **In a tree member's profile**—click the "[+] Sibling" link under "Family Members"

Edit/Delete A Person—from inside a family tree you can edit or delete a person by clicking the "Edit" link. Update a person's name, vital dates, gender or locations, then click "Save Changes" to save. If you'd like to delete this person, click "Delete".

Manage A Person's Profile—from inside a family tree you can view a person's profile by clicking the "Profile" link. The profile has several notable elements:

- **Timeline**—input information about vital events in this person's life like birth, marriage and death dates. To add an event click the "Add Event" button.

- **Scrapbook**—upload images of or relevant to this person. You can set one of the images that you upload as the person's profile picture. To add an image click "Add Item". To set this image as a profile picture, check the "Set as profile picture" box and click "Add Item" to save.

    o NOTE: you can upload up to 20 images for each person in your tree.

- **Historical Records**—attach "Saved Records" to this person's profile. Click the "Add From Saved Records" link to access your Saved Records. Check the records you'd like to attach, then click "Save". To search for new historical records about this person, click the "Search" button.

- **Notes**—add notations about a person. To add a new note click "Add Note"; enter a title and description for the note and click "Add Note" to save. This is a good place to document source citations and other facts about the person.

Example Profile:

Attach A Saved Record

Archives.com draws on an extensive database of over one billion records, helping you find ancestors and connect with living relatives. We allow you to save these records in "My Saved Records" for future reference. You can also attach a saved record to a person in your tree.

To attach a saved record to a person from inside your tree:

1. Click the "Profile" link for any tree member

2. Choose the "Historical Records" tab

3. Click the "Add From Saved Records" link

4. Check the records you'd like to attach, then click "Save"

Attach a saved record:

Common Questions

How do I add a profile picture to a person in my tree?

In a person's profile, click the "Scrapbook" tab. To add an image click "Add Item". To set this image as a profile picture, check the "Set as profile picture" box and click "Add Item" to save.

What is a "home person"?

This is your tree's home base. At anytime click "home person" to return to the default or "home" view. You can change your home person by clicking the "change" link next to the name of your home person. We recommend you choose yourself as the home person.

What GEDCOM versions do you support?

Archives.com supports GEDCOM version 5.5, up to 20 MB in size.

Can I export my tree?

You currently are not able to export your tree from Archives.com, but we are working on this feature.

Can I print my tree?

Yes, you can print your family tree and tree member profiles. To do so, click the "Print" link.

 How do I add a saved record to a person in my tree?

Attach a saved record in the "Historical Records" tab of a person's profile. Read more on how to **Attach A Saved Record** above.

How many images can I save in a tree member's scrapbook?

For each member of your tree you may upload up to 20 images in the scrapbook.

How do I add a sibling to my tree?

Click the "[+] Child" link in your tree to a parent of a person you'd like to add   **- OR -**   From a tree member's profile, click the "[+] Sibling" link under "Family Members".

How do I delete a family tree?

Click "Manage Tree Settings" link then press "Delete". Once a tree is deleted, it cannot be recovered.

Still Have Questions?

If you still have questions about how to use Family Trees please watch the tutorial video. To do this, click the "Watch The Family Tree Tutorial" link located in your family tree.

You can also email us with family tree related questions at familytrees@archives.com. We'd love to hear your feedback. Please tell us what you like, and what you think could use improvement.