

## Family History Sprint

### February 2014 – Who can find a picture of their oldest Ancestor?

#### Summary:

Find picture(s) of your oldest ancestor(s). Scan the photo and tag it to the appropriate ancestor on Family Search.

#### • Steps to follow on your PC :

- 1- Locate your photos or slides of your ancestors.
- 2- Scan the photos and place in a directory on your PC.
- 3- Open ... [familysearch.org/tree](http://familysearch.org/tree)... Log in.
- 4- From the Tree screen click on **Memories**.
- 5- Click on **Photos**.
- 6- Click on the '+' icon in the center of the screen.
- 7- From your directory, select the photo to upload.
- 8- From the photos in the gallery, click on the photo to upload.
- 9- When the photo comes up, click on it.
- 10- Stretch the circle to include the part of the photo you want to include, normally the face.
- 11- Enter the name of the person in the gray box under the image.
- 12- Check that the photo and the name are correct.
- 13- Enter any comments that you want to in the box '**Person Description**'. Click on the '**Add Description**' box.
- 14- On the right, click on the photo or name.
- 15- Click on '**Family Tree**' on the right of the screen.
- 16- Click on either '**Tree**' or '**Person**' in the box.
- 17- The photo is now linked to the assigned person.

#### • How to handle group photos:

- 18- As before, click on the group photo.
- 19- Click on the person you want to separate from the others in the group.
- 20- Center and stretch the circle on the face of the person.
- 21- Check the name on the right.
- 22- Add additional information or comments. Click on '**Add Description**'.
- 23- Click on the name to the right.
- 24- Click on '**Family Tree**'.
- 25- Click on either '**Tree**' or '**Person**' in the pop-up box to finish.
- 26- The new photo is now linked to the right person throughout FamilyTree.

#### • Further help is available on the FamilyTree.org site:

- 1- After logging in to FamilyTree, click on '**Get Help**' in upper right of screen.
- 2- You can call in and talk with an assistant; or
- 3- You can select other options on the screen, such as '**Product Support**' or '**Learning Center**'.
- 4- There are help screens, videos, phone assistants, languages helps, help for specific world-wide locations, partnering with other genealogy sites, etc.

