# Adding and Attaching Sources to Family Tree
## (Basic Procedure)

Adding Sources Using FamilySearch

1. Go to familysearch.org, click **Family Tree**, and sign in.

2. Open the person's Details page for the individual you want to find a source for.

3. There may be Research Suggestions in the RESEARCH HELP section. Click **Show Details** to view the hints.

4. Click one of the search records links in the **SEARCH RECORDS** section to search each of the sites listed.

5. Click the FamilySearch link.

6. Family Tree fills in the search criteria for you with information from the selected person.

7. Review the Search Results carefully to determine if they apply to your person.

8. In this example, the 1st and 5th entries, "Births and Christenings" and "England Marriages" refer to our Ambrose.

9. Click the **Name** for the search result you want to add to your sources. For this example, we selected the first result and click on Ambrose's name to see the source information.
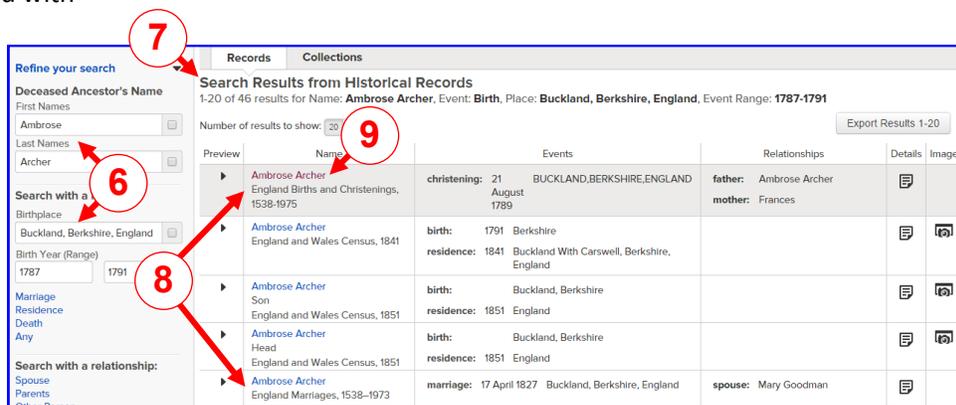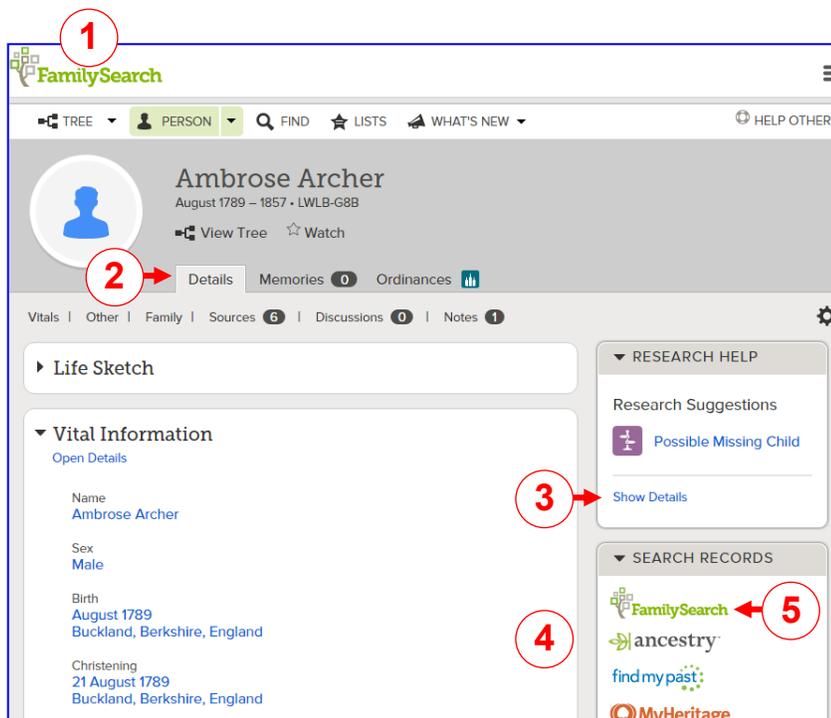
Source Options

1. Review all of the information to verify that you have the correct person.

2. Click the **Source Box** drop down arrow to add the source to your source box. You can attach it from your source box to others as appropriate at a later time.

3. If an image is available, click the **Icon** to view it.

4. Click Review Attachments to determine if it is a source you need and then you can attach the record to your person in Family Tree.
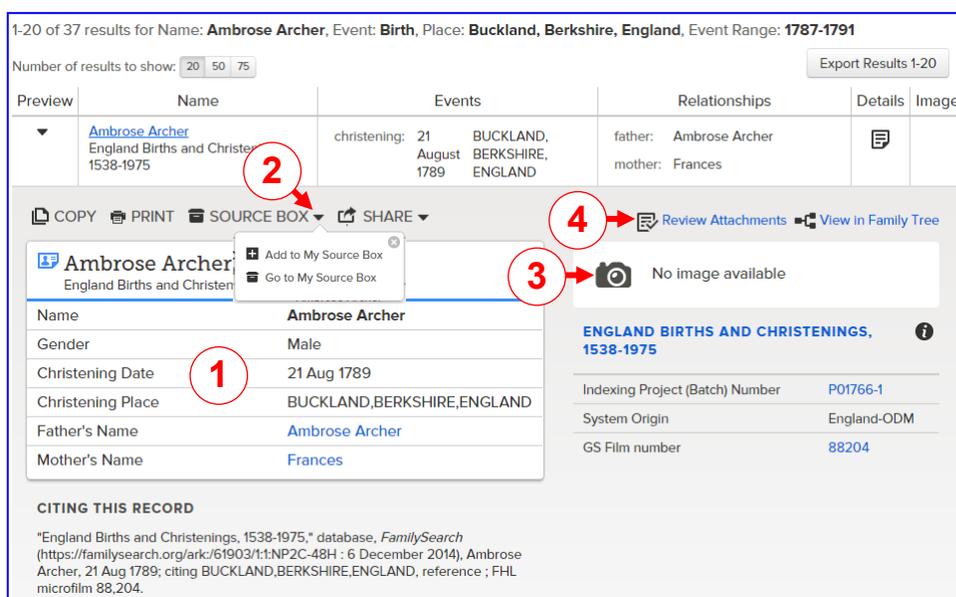
Attach Historical Records to Family Tree.

1. The items in the left column are from the record you found.
2. The right column is information from your Family Tree.
3. Click **Record** to view it again in a pop-up.
4. If the Family Tree family is not yours, click **Find Your Family** to select the correct one.
5. Since we determined this is a valid source, select the events you want to tag when the source is attached.
6. You may also select to add the record to your Source Box.
7. Enter a reason to attach the source.
8. Click "Attach" to complete the process.

Note: No data is changed by the attach process. If changes to your person are warranted because of the source information, you will need to make them in Family Tree.

9. The screen will now show the attached record where you can detach it by clicking the **Detach** icon.
10. To attach it to others, change the person of focus. Click the **Change** icons and select the new person to work with.
11. Click **Open** and **Close** to display or hide the sections.
12. Click **Details** and **Close** to display or hide the information under each name.
13. When finished, click **Return to Record**.

14. The record now indicates that it is attached to Family Tree and can be viewed by clicking the **View in Family Tree** link to open the Summary card.
15. Click **Review Attachments** to return to the Attach Historical Records to Family Tree screen.
16. Other options available:
    a. Click **Copy** to copy the source information to your clipboard.
    b. Click **Print** to print a copy of the source.
    c. Click the **Source Box** drop down arrow to add the source to your source box. You can attach it from your source box to others as appropriate at a later time.
    d. Click **Share** to select one of the options: Facebook, Twitter, Google Plus, or to Email it.

Tagging Events to Your Sources

Sources attached to a person can be tagged to individual events in the "Vital Information" section. Sources attached to relationships (couple or parent-child) do not have a tag option.

1. Open the person's details page. Scroll to the "Sources" section. Click **Open Details** to view the source information.
2. Click **Tag Event**. The drop down will have the events to tag.
3. Select the events to tag. Since the birth certificate provides Name, Gender, and Birth information, these are checked.
4. Click **TAG** to save the tagging selections. To remove a tag follow the steps above and uncheck the event.
5. The source now shows that it has three events tagged.
6. When viewing the details in the "Vital Information" section you will see the tag notice and the source link.

Other Methods to Add Sources

Manually Add a Source.
1. Go to the "Source" section of the person you want to add a source.
2. Click **Create a New Source**. Enter information to Identify the record you found.
3. "Source Title" - Use one that will help identify what it is.
4. Select "Add a Memory" or "Web Page URL."
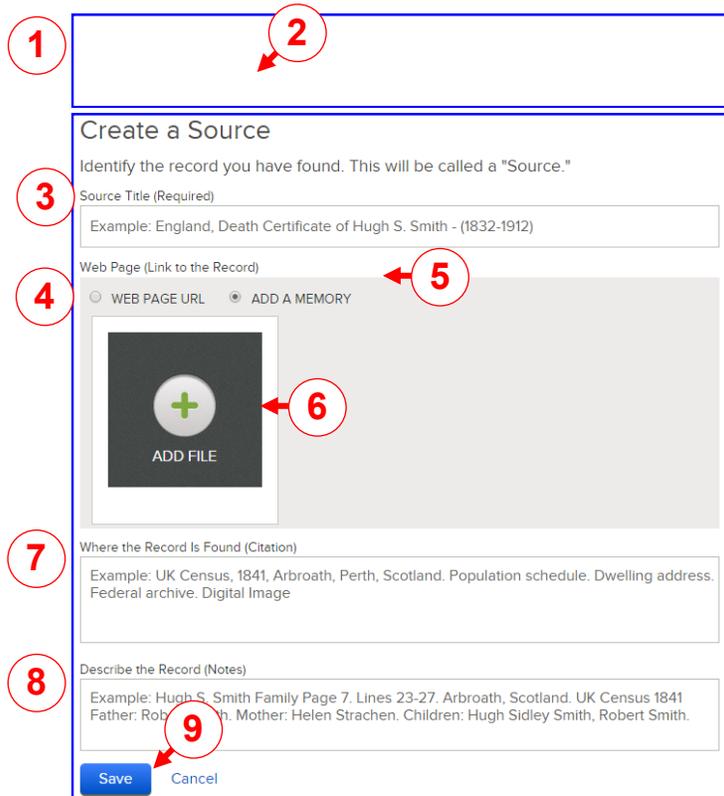
5. For a web page, copy the URL and paste it here
6. For Add a Memory, click "ADD FILE" and select any memory you have previously uploaded. You will be able upload a new one at that point as well.
7. "Citation" - Enter where the record is found.
8. "Notes" - Describe the record.
9. Click **Save** when you are finished
Note: Entry examples are shown on the form as a guide.

Using RecordSeek to Add a Source.
See the Riverton FamilySearch Library Quick Start Guide "QSG—RecordSeek for Recording Sources in Family Tree" to use this method.

Adding a Source that was Created by Someone Else.
1. Locate the source someone else created that you want to use and click "View" to see the source detail.
2. Near the upper right of the screen, click "My Source Box", then "Add to My Source Box."
3. Click "OK".