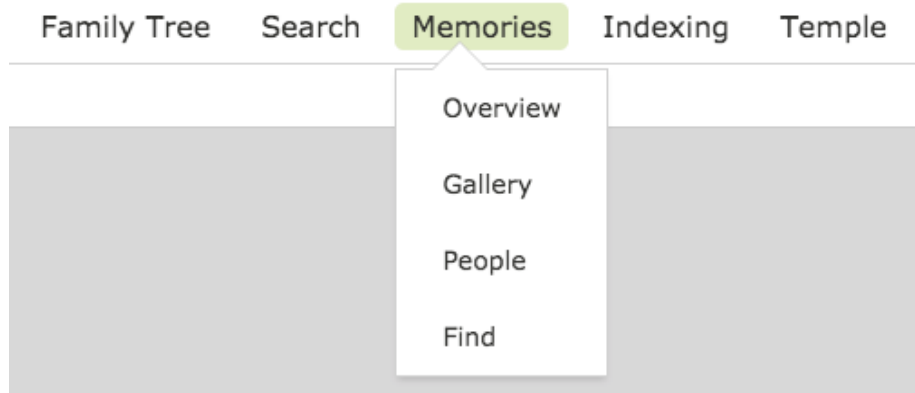


Memories Tabs Options



There are 3 main options when selecting the "Memories" tab options.

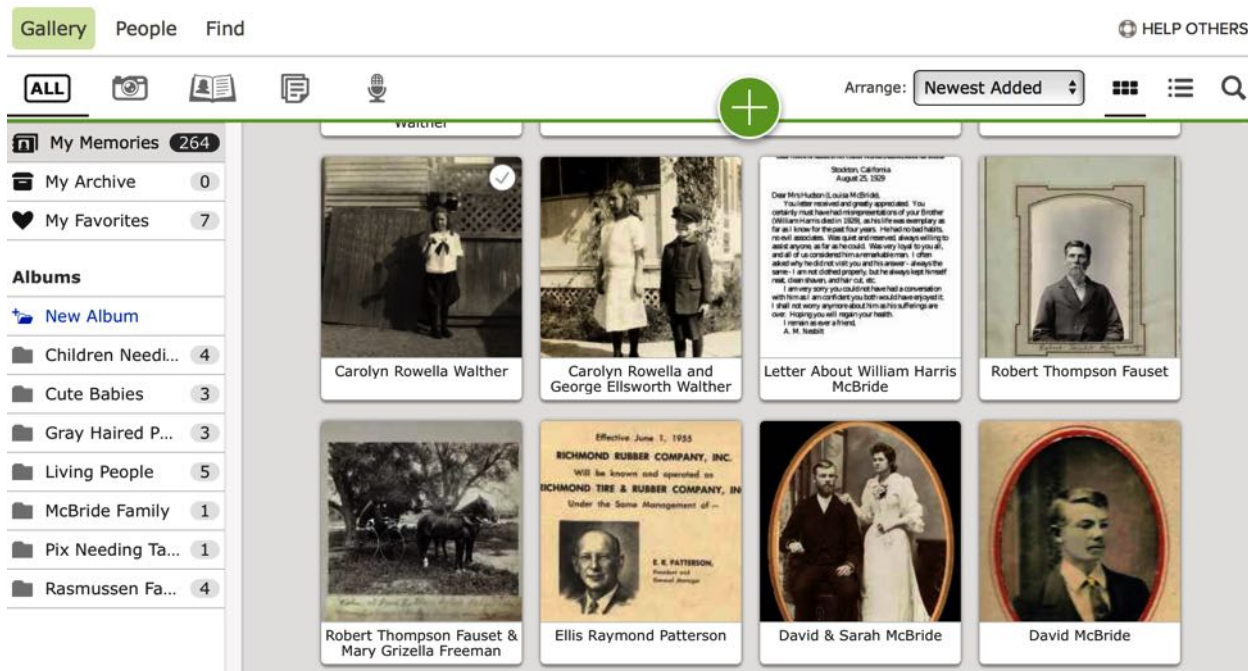
1. **Gallery:** This page contains all of the family memories that YOU have submitted. These include photos, stories, documents, and audio recordings. There is a LOT that you can do from this Gallery page that will be covered in the next module.
2. **People:** This page contains all of the memories that have been submitted by YOU and OTHERS, that are attached to your ancestors and their descendants (cousins).
3. **Find:** Using some creative searching, you can search for any media that are found in Family Tree, and maybe not yet attached to your tree.

Become Familiar With The Family Tree Gallery

Note the top menu icons on the left side. In the above example, ALL types of documents are showing. From left to right, the icons represent Photos, Stories, Documents, and then Audio Recordings. Clicking on each type of icon, will only show that specific type of memory in the main pane.

1. File Types:

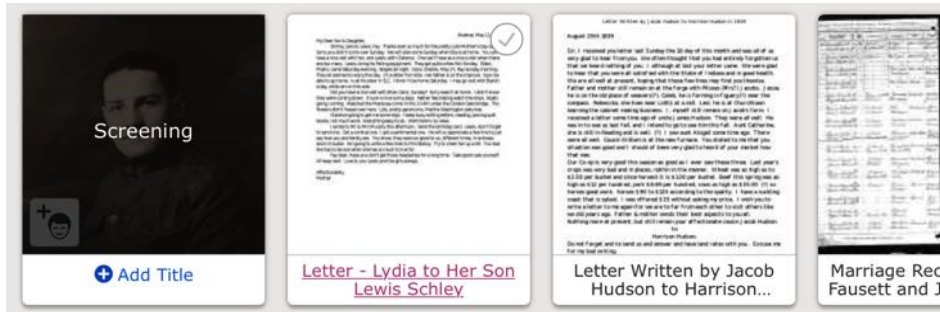
- a. Photos: There following types of photos are accepted: jpg, tif, bmp, png up to 15 mb in



size. All photos are screened in SLC to ensure that the media file is appropriate to store on Family Tree. No copyrighted materials or questionable files will be allowed on the site.

- b. **Stories:** These are typed or pasted into a text box with a "title line describing what the story is about. These can be spiritual experiences, personal memories of an individual, or a specific event. These can be coupled with a photograph to increase interest and understanding. Click [HERE](#) for an example of a story with a Photo.
- c. **Documents:** These can be birth, marriage, or death certificates, individual histories, newspaper clippings about your ancestor, or other pieces of helpful information. They can be the same as the photo file types, but also a .PDF format. Another fun thing to do if you have a letter of several pages, is to transcribe the letter into Word, and then place the scanned pages into the same document. Example [HERE](#)

Become Familiar With The Family Tree Gallery



- d. **Audio:** Files need to be .mp3 or .m4a file types. These can be recordings of your grandparents describing a special event in their life, singing a primary song, or



whatever. It's wonderful to hear your ancestors speak to you through these memories.

2. Note the big green PLUS sign. Clicking on this will open up an upload pane.



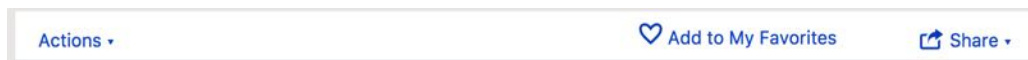
You can "drag & drop" photos or other documents onto the gray area or click on "Choose Files" to locate them in your computer's folder directory. If you want to add a story, click on the "Create a Story" button.

3. Find your file in your folder directories, click, and then drag onto the gray area, which will turn green and ready to accept the photo. You can also drag MULTIPLE photographs at the same time into this upload pane.

Become Familiar With The Family Tree Gallery

- You will be returned to the Gallery with the new photo now uploaded. Note that the photo just uploaded will have a "screening" notation across the uploaded item. This will disappear after it has gone through the review process.
- Notice the Menus along the left column. We have been on the "My Memories" tab.
- My Archive:** Photos can be deleted, or archived from the Gallery page. Deleting completely removes the photo from the system, but archiving keeps it around, but makes it not viewable by others. One of the actions when clicking on a gallery item, is to "Move to My Archive".
- My Favorites:** if you have certain memories that you really like, you can mark them as a "favorite". How?

- Click on the photo. This will open up a new window.



- You will see a small menu bar above the photo.
- Click on the "Heart - Add to My Favorites" icon. This adds the photo to your Favorites folder.

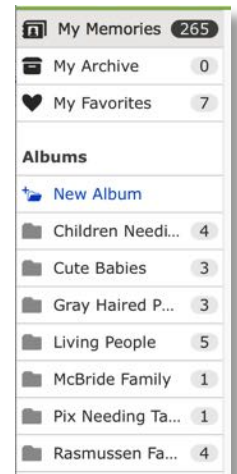
- Note that if you hover over a photo, a small circle appears in the right upper corner.

- Click on the circle, and a blue title bar will appear with an Actions menu. A variety of actions can be done as noted.

- Albums:** Let's say you have several photos that you want to add into an album. Click on each of the photos to select them, then click on the "Add to Album" link.

- A new dialog box opens that allows you to either add a NEW album or select a current one. Click on "Add to Album" to save.

- Let's look at an album. I clicked on my "Hammill Kids" album.



Become Familiar With The Family Tree Gallery

Add 1 Selected Memories to an Album

New Album

- Children Needing Research
- Cute Babies
- Gray Haired People
- Hammill Kids
- Living People
- McBride Family

c. Note a really cool feature — the SHARE link. Let's say I want to share all the photos, stories, documents, audio that have been added to this album with family members.

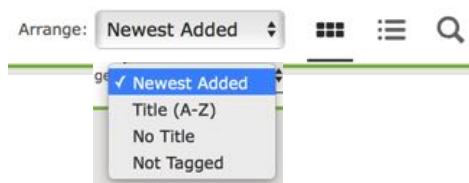
d. Click on the SHARE link and note that you can email the link to other family members which opens up your email program, or copy the link and paste it manually into an email or other document.



e. When others click on the link they have received by email, a new browser page will open up their browser for them to view the album contents.

f. If I delete an album, do the photos or memories in the album get deleted? Nope! They remain in your Gallery.

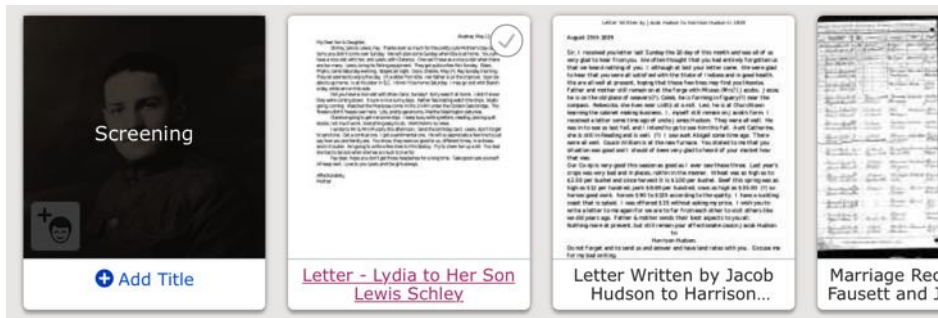
10. There's one more section of the Gallery page that needs to be reviewed. In the right upper main pane, there are some icons.



Become Familiar With The Family Tree Gallery

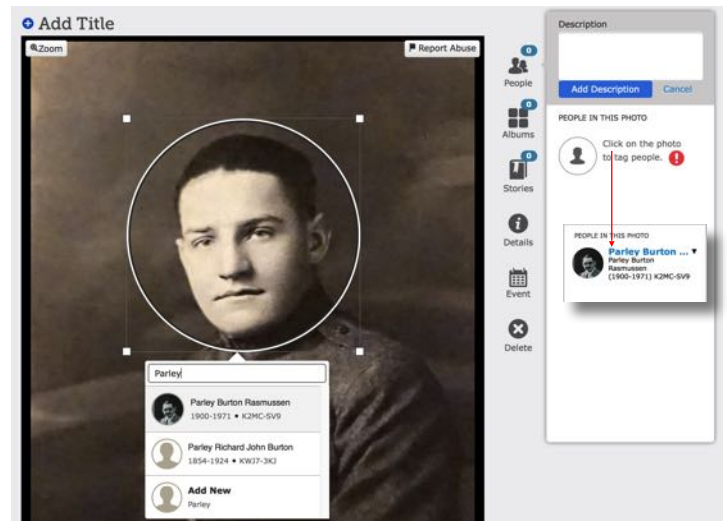
11. Arrange: you have several ways you can sort or view your Gallery page. If you only have a few photos in your Gallery, using these filters are probably not helpful. However, imagine 500 or more memories on the page. Using the filters makes it easier to find what you are looking for.
 - a. Sort by Newest Added, or Title (A to Z), only those memories that have No Title, or are NOT tagged.
12. There next two icons on that menu bar are 1) a "tiles" view which is what you by default see on your page and 2) a LIST view.
13. The last icon is a search box. Let's say you want to find only the items for "Charles". Start typing into the search box "Charl" for example and you will begin to see the number of memories begin to reduce in number.

Adding Details to a Memory

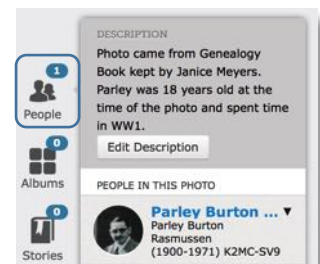


Remember the photo we uploaded to Gallery? There are still a few things that need to be done with this photo (or if a document).

1. Notice the blue link "Add Title". Titles are very important to describe what the photo or document actually is. Can you imagine a whole page of photos & documents without titles?
2. The new photo is also in your Gallery, however, it is not associated with anyone on your Tree. We will need to "tag", a process of linking the photo to a specific person.
3. To do this, click on the photo and a new page will open.
4. Click on the person's head. A circle with 4 corner dots will appear. These are "resizing" handles. Resize the circle to just enclose the face.
5. Start typing the person's name in the small text box below the circle. If you have added other memories to the person, their name will typically show up. Click on their name link. If not showing, type the name as it spelled in Family Tree, and click the "Add New" link. After you have added the name, it will show up in the "People in this Photo" sidebar.
6. What if you have a group of people in the photo? Simply click on their faces to repeat the process of tagging.
7. Occasionally the system may create a huge circle encompassing the whole photo, and then associate it with the person. If this happens can "edit the tag" by first clicking on the blue name link, then click "Edit Tag". Resize the circle as needed.
8. "Add a Title": add a descriptive title for this picture. Try to keep fairly short. Something like, Parley Rasmussen - 1918 - Military Uniform would do. Remember that this is what is seen under the photo on the Gallery page. Once added, be sure to click the SAVE button.
9. Description Box: this box is where you might want to describe the photo in more detail, where the photo is found, what were the circumstances, maybe a story about the photo (though you can also do this by writing a Story, and associating this picture with it). Click on the blue Add Description



you
it

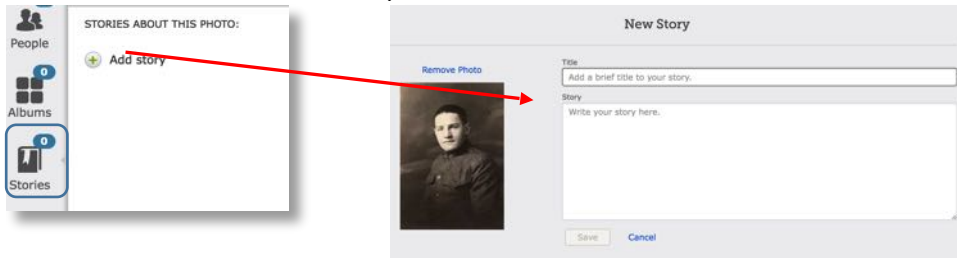


Adding Details to a Memory

button to save the description.

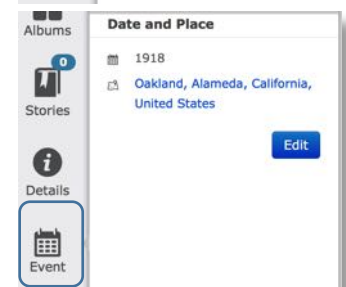
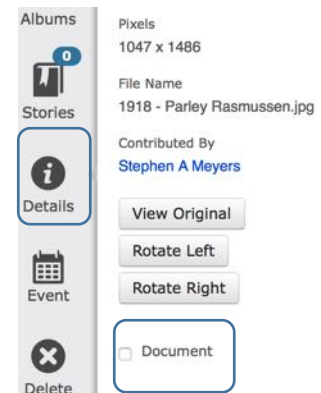
10. Note the icon bar to the right of the photo:

- a. People: shows all individuals tagged to this photo and the description box.
- b. Albums: we'll cover albums later, but this is a way to put the various memories into a shareable album or group.
- c. Stories: if you have a great story to tell about this photo, add it to a story. This photo associated with a Story will also show up under the Stories in Gallery, whereas if you "told the story" and entered it into the description box, it would not show up under Stories.
- d. Details: the size of the photo is shown, as well as the file name,



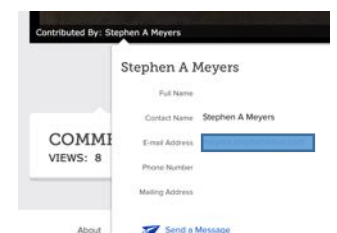
who it was contributed by. By clicking on the "View Original", the photo will be opened into a new browser window at full size. You can save the photo to your computer if you like, if you were not the submitter, by right click and then "save image as" picking the location and title you want. If you are the submitter, you can rotate your photo to the left or right. Note the checkbox by "Document". If this was uploaded as a photo, but is actually a document, click on the checkbox, and Family Tree will move it to the Documents section.

- e. Event: this is probably not used very much at this point, however, it likely will be used more with time. It is the same a photo-tagging a photo that stamps a date & place to the photo. Clicking on the blue link will open your maps application and show you a city location. Imagine being able to see where the person has been over time from your photos! This is still in development for now.
- f. Delete: does just what it says! It deletes the photo from Family Tree.



11. Before we leave this page, let's cover some other great features.

- a. Notice the [Contributed by: Name] link to the left and below the photo? Clicking on the name will show you the contributor contact information. This allows you to contact this person to make any corrections to tagging, etc. Or...just send them a note to thank them for the photo 😊



Adding Details to a Memory

- b. Notice the Social buttons below the photo. Clicking the "Heart" makes it a "favorite" (can see this on the main Gallery page). Send the photo to Facebook, Twitter, Google Plus, or click on the green envelope to send the link by email to a family member.



- c. The "Comments" section shows how many views the photo has had, but also allows you to add Comments about the photograph (or document).



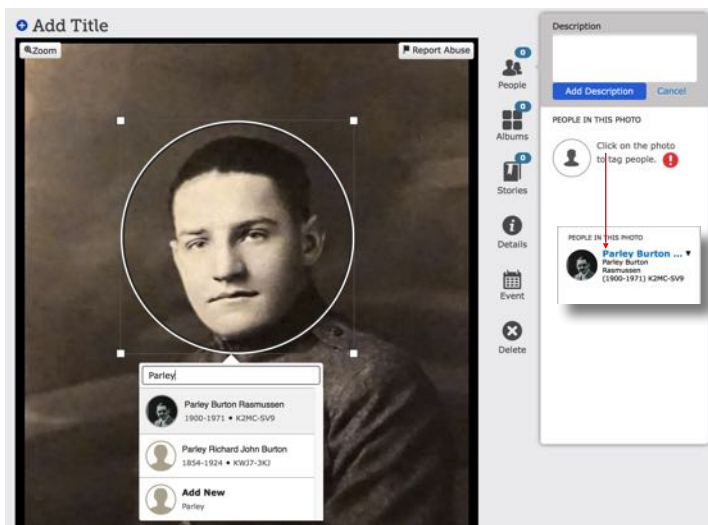
12. One more item...where YOU are the submitter, no one else can do any editing of the Title, Description, or change the Details of the photo. This can be frustrating at times for example if the wrong person is tagged to the wrong face. But heh...contact your "cousin" (nicely), and ask them to correct any incorrect information. You can even exchange some social stories about this person as well!

Adding Details to The Photo Page



Remember the photo we uploaded to Gallery? There are still a few things that need to be done with this photo (or if a document).

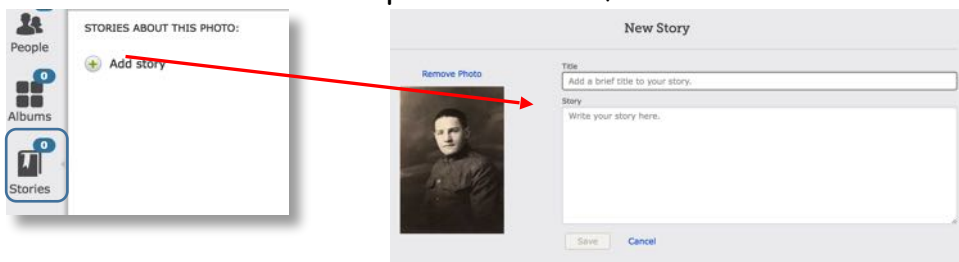
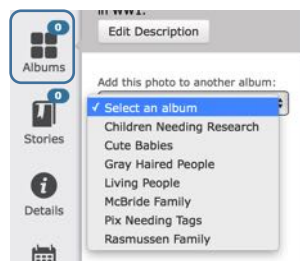
1. Notice the blue link "Add Title". Titles are very important to describe what the photo or document actually is. Can you imagine a whole page of photos & documents without titles?
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Adding Details to The Photo Page

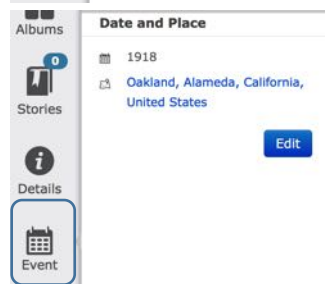
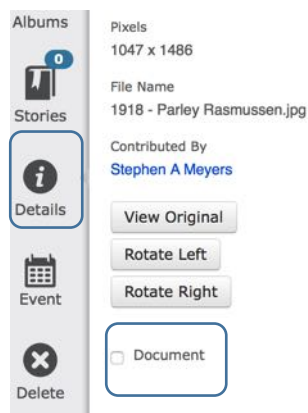
whole photo, and then associate it with the person. If this happens you can "edit the tag" by first clicking on the blue name link, then click "Edit Tag". Resize the circle as needed.

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Adding Details to The Photo Page

been over time from your photos! This is still in development for now.

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a. Notice the [Contributed by: Name] link to the left and below the photo? Clicking on the name will show you the contributor contact information. This allows you to contact this person to make any corrections to tagging, etc. Or...just send them a note to thank them for the photo 😊

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c. The "Comments" section shows how many views the photo has had, but also allows you to add Comments about the photograph (or document).



12. One more item...where YOU are the submitter, no one else can do any editing of the Title, Description, or change the Details of the photo. This can be frustrating at times for example if the wrong person is tagged to the wrong face. But heh...contact your "cousin" (nicely), and ask them to correct any incorrect information. You can even exchange some social stories about this person as well!

Understand the "People" Page

Gallery **People** Find

People: This page will display ALL items that have been uploaded to YOUR Family Tree by you or anyone else. (You may find pictures or documents of an ancestor that you did not know about).

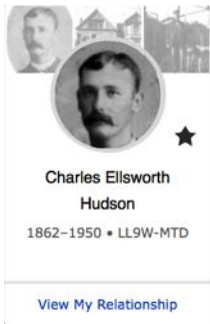
Note the two "filter" boxes with their possible selections, as well as the Search icon. Note also the small circled "i" or information icon.

The screenshot shows the 'People' page interface. At the top, there are three tabs: 'Gallery', 'People' (highlighted), and 'Find'. Below the tabs, there are two filter boxes. The first is labeled 'Show:' and has a dropdown menu with four options: 'All' (selected), 'Close Relatives', 'Added by Me', and 'Not Attached to Family Tree'. The second is labeled 'Sort by:' and has a dropdown menu with two options: 'Name' (selected) and 'Birth Year'. To the right of these is a search box labeled 'Filter' with a magnifying glass icon and a close button. Below the filter boxes is a list of five people cards. Each card features a circular profile picture, a name, and a star icon. The first card is for Alpharetta Naomi Duncan (9WSM-BZ9). The second is for Alta Lena Hudson (MS84-YPG). The third is for Amos Gustin Sly (1850-1915 • KWJZ-7T8) with a 'View My Relationship' link. The fourth is for Amos Niven Robinson (1875-1935 • KWZZ-8FL) with a 'View My Relationship' link. The fifth is for Andrew F Murphy (L5VK-RQS) with a placeholder profile picture.

Clicking on the information icon will describe the different filters for you.

1. **Show:** There are 4 filtering options (Hint: click the small information icon)
 - a. **All:** which is the default setting, displays everyone added by you and others
 - b. **Close Relatives:** displays deceased relatives who have been tagged in Memories
 - c. **Added by Me:** displays only those items (all photos, documents, stories, etc) by you
 - d. **Not Attached to Family Tree:** displays people you have tagged in Memories, but have not yet actually attached to Family Tree. You can tag individuals in a photo, but may not be able to actually attach them if they are not yet in Family Tree.
2. **Sort by:** two options to either sort the list by names, or by birth year
3. **Search:** clicking on the search icon will open up a small text box. Use this box to narrow down what you see on the page. As you start to type letters in a name, the filtering process begins to show only those people that match the filter criteria.

Understand the "People" Page



Each box icon represents a collection of photos, documents, stories, & audio for that individual. Clicking on the person icon will open up the "Memories" page for that person.

Note the small blue link "View My Relationship" at the bottom of the person icon box. Not everyone will have this link.

Note the small star to the right of the picture. This allows you to "watch or unwatch" the person. This was covered in Lesson 1.



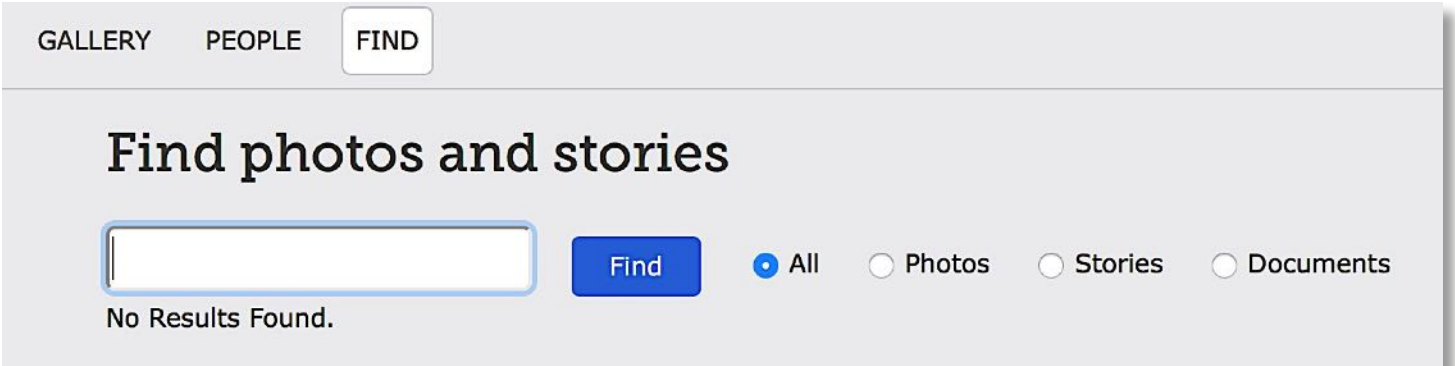
There is a small purple lightbulb help icon. Click on it and Page Tips box appears with some helpful links.

Why do those "View My Relationship" links only show for some persons? Click on the link in FamilySearch and find out. 😊

Understand the "Find" Menu Function

Find: Using "Boolean" search options, you can search for photos, stories, or documents that are found in Family Tree and filter them to more specific individuals.

Click on the small "radio" button to select only what you want to search for or just leave the filter set to "All".



GALLERY PEOPLE FIND

Find photos and stories

 All Photos Stories Documents

No Results Found.

Simple examples:

1. Type Charles Meyers and any media in Family Tree that has the name Charles or name Meyers will appear.
2. Type "Charles Meyers" with quotes and only those individuals with Charles + Meyers will appear.
3. Type in Me* and media with the names such as **M**etcalf, **M**eyers, **M**ervin, will all appear.
4. Let's say you did type in "Charles Meyers", but there are many media files with Arnold Charles Meyers in the list. Type "Charles Meyers" -Arnold, and that person's media files will not be shown.

Searches can be simple or much more complex. Review the link to an article about this feature on the main Lesson 4 page that will help you more fully understand this.