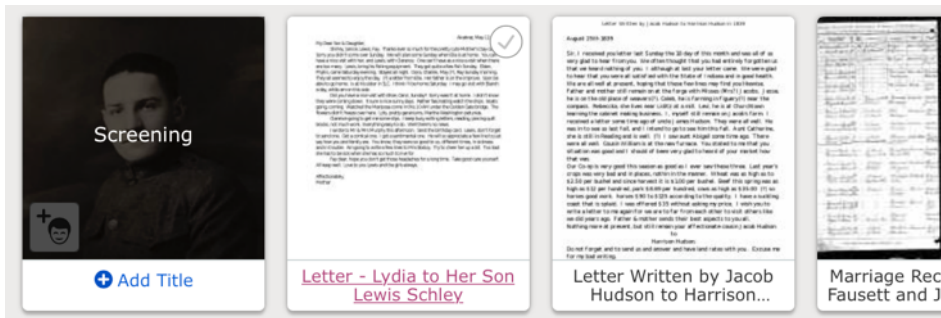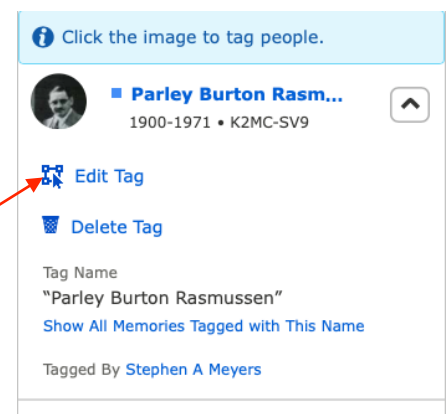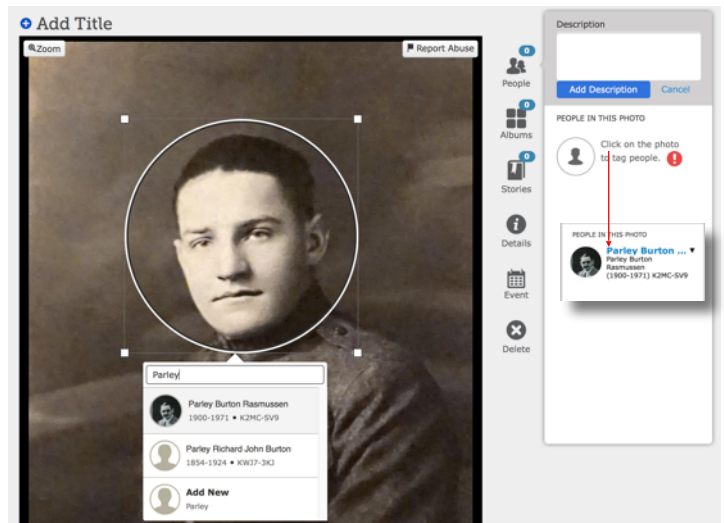# Goal #3 – Adding Details to a Memory

Remember the photo we uploaded to Gallery? There are still a few things that need to be done with this photo (or 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 square with a corner dot will appear. This dot is a "resizing" handle. "Grab" the dot and resize the square to just enclose the face. You can move the square to the right position around 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" 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 automatically create a huge square encompassing the 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 square as needed.

8. "Add a Title": add a descriptive title for this picture. Try to keep it fairly short. Something like, Parley Rasmussen – 1918 – Military 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.

Created by Stephen Meyers
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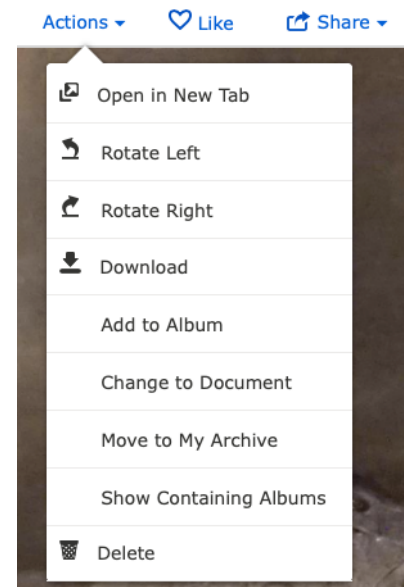
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9. Note the icon bar to the right of the photo:
   a. **People:** shows all individuals tagged to this photo and the description box.
   b. **Details:** Be sure to add the Event date if you know it. This will put the picture in the individual's timeline. Adding a place will allow the picture to be associated with a place on the map in the timeline tab. The description box is where you might want to describe the photo in more detail, where the photo is found, what the circumstances were, 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 button to save the description.
   c. **Contributed by:** The name and date of contributor. By clicking on their name you can contact them.
   d. **File Name:** This is the filename given when it was uploaded by the contributor.
   e. **Stories:** If you have a great story to tell about this photo, add it to the story section. 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.
   f. **Albums:** We covered albums in previous lesson, but this is a way to put various memories into a shareable album or group.
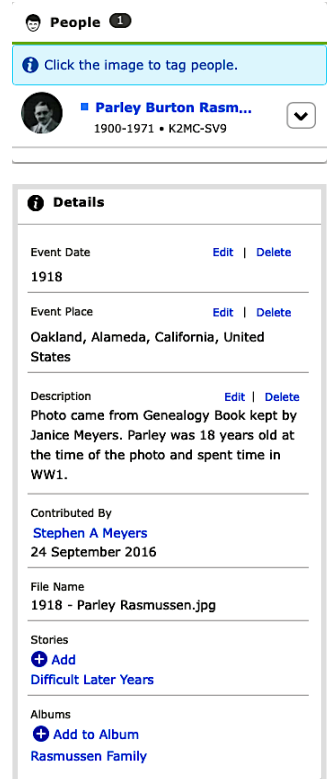
10. Let's review the three icons at the top of the picture:
   a. **Actions:** Note that the menu items change depending on how many items are selected. The first 4 items on the right are only seen if a single item is selected.
      1. **Open in New Tab:** The gallery item that you selected can be opened in a "new window.
      2. **Rotate Left/Right:** These options allow you to rotate the selected item.
      3. **Download:** The selected item can be downloaded to your computer.
      4. **Add to Album:** This allows you to assign item(s) to an album.
      5. **Change to Document:** This is a helpful tool to move imported items from the photo to document section or the reverse. Let's say you scanned a marriage certificate and it was accidentally uploaded to the "Photo" section. By using this option tool, you can change it so it will be displayed in the "Document" section.

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6. **Move to My Archive:** Use this option to temporarily "delete" a file or files. They will be kept in the My Archive tab. You then have some time to think about what you might want to do with the files.

7. **Show Containing Albums:** This only shows if you have ONE item selected. You many have a photo or document that is stored in many different albums. This option allows you to see to which albums it has been assigned.

8. **Delete:** does just what it says! It deletes the photo from Family Tree.

b. **Like:** When you click on the "like" icon, this item will be saved to your "My Likes" tab (previously called the Favorites folder)

c. **Share:** What good is a story, photo, or audio recording just sitting in your Gallery. SHARE it with family members! Notice the different social media options you can use to share the item.

11. Before we leave this page, let's cover some other great features.
    a. Notice the [Contributed by: Name] link to the right of 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 ☺
    b. There is a small textbox under the photo where you can add your memories about the photograph or item.

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!