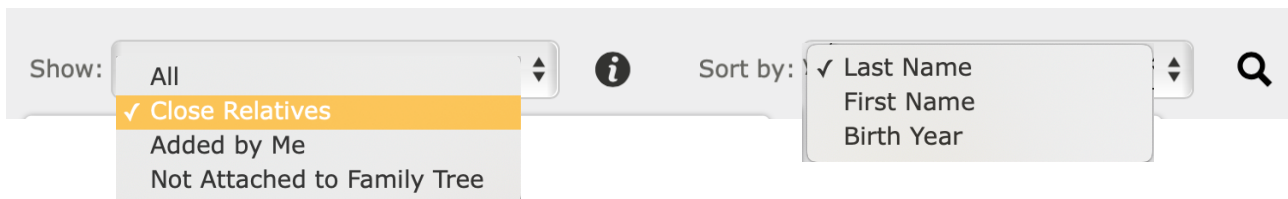


## Goal #4 - Understanding the "People" Menu tab

Gallery **People** Find

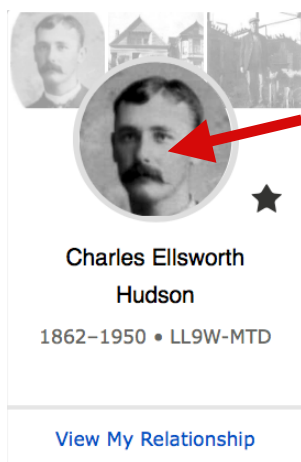
**People:** This page will display ALL items that have been uploaded to YOUR Family Tree by you or anyone else. (You may find pictures or documents of an ancestor that you did not know about).

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



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

- Show:** There are 4 filtering options (Hint: click the small information icon)
  - All:** which is the default setting, displays everyone added by you and others
  - Close Relatives:** displays deceased relatives who have been tagged in Memories
  - Added by Me:** displays only those items (all photos, documents, stories, etc) by you
  - 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.
- Sort by:** two options to either sort the list by names, or by birth year
- 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.



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.

