

Memories

A Quick Start Guide



Family Tree lets you and others share family photos, documents, and stories. In Family Tree, the photos, documents, and stories are called “Memories.” These memories help make our ancestors real to us. And when everyone shares, you may see photos and stories that you didn’t know existed.

Note: The first time you add an item, you are asked to read the submission agreement, where you agree that you will only add images or documents if you have the right or permission to share them. Read the paragraph, and if you will comply with the agreement, click the box that says you agree.

View Memories

Here are two ways to view the memories that have been added about your ancestors.

Go to a Person’s Memories Page

1. Click the name of an ancestor in Family Tree. A summary card appears. The card shows how many memories have been added for the person.



2. Click **Memories**.
3. Scroll down the page to see all the photos, stories, and documents that have been added for your ancestor.

Near the Top of the Page, Click Memories

The Memories feature lets you easily see all of the people in your ancestors’ families who have photos, documents, or stories. You can also see how you are related to the person.

1. Near the top of the page, click **Memories**.
2. Click **People**. The people in your ancestors’ families who have memory items are displayed.
3. To see the memories for a person, click the person’s photo or memory item.
4. To see how you are related to the person, click the **View my relationship** link below the person’s name.

Change the Preferred Portrait

The preferred portrait is the small photo that appears by your ancestor’s name. If more than one photo has been added for an ancestor, you can select the preferred portrait that you want to see.

1. Go to the person’s Details page. (Click the person’s name, and click **Person**).

2. Click the preferred portrait by your ancestor's name at the top of the page. The system displays the preferred portraits for the ancestor.



3. Click the preferred portrait you want to see.
4. Wait a few minutes, and then refresh your screen. (For many browsers, you can press the **F5** key to refresh the screen.)

Identify the Contributor of a Photo, Document, or Story

If a user allows his or her name and contact information to be displayed in FamilySearch.org, you can see who submitted an item about your ancestor.

1. Go to the ancestor's Memories page. (Click the ancestor's name, and click **Memories**.)
2. To find the contributor, click the item. The contributor's name is listed in the lower left corner.
3. To see the contact information, click the contributor's name.

Add Memories

You can add your family photos, documents, and stories to Family Tree. This preserves them and shares them with extended family and all the future generations of your family.

Three things happen when you add a memory to Family Tree:

1. You add the photo, document, or story.
2. A tag is added to the item.
3. The tag is linked to the person in Family Tree.

File Requirements

A digital copy of a photo or document needs to be in a JPG, PNG, or PDF format. Photos can be up to 5MB in size. Documents can be up to 15MB.

Add a Story

Here is an easy way to add a story:

1. If you plan to add a photo to the story, add the photo to Family Tree. Follow the instructions in the "Add a Photo or Document" section below.
2. Go to the person's Memories page. (Click the name, and click **Memories**.)
3. Scroll to the Stories section, and click **+Add**.
4. Click **Create New Story**.

5. If you want to add a photo to the story, click the **Attach Photo** button. You will see small copies of all the photos you have added to Family Tree.
 - a. Click the small circle at the bottom of the photo you want to add.



Tip: You can only add one photo to a story.

- b. Click the **Add** button.
6. Add the story:
 - a. In the Title box, type a title for the story.
 - b. Type or paste the story into the story box.

Tip: You can write the story in a word processing program and copy and paste it into the story box.

- c. When you are done, click **Save**.

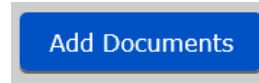
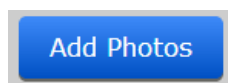
Add a Photo or Document

The following method works well if you add only one photo or document at a time. The system adds the tag and links the item to the person in Family Tree.

1. Create a digital copy of the photo or document, and save it on your computer. (You can create digital copies with a scanner or a good smartphone.)
2. Go to the person's Memories page. (Click the person's name, and click **Memories**.)
3. Upload the item:
 - a. Scroll to the type of memory that you want to add (Photos or Documents).
 - b. Click **+Add**.
 - c. Click the green square with a white plus sign.



- d. Navigate to the file on your computer.
 - e. Click the file to select it, and click **Open**. The system will indicate that the file is uploaded.
4. To finish linking the photos or documents to the person in Family Tree, click the **Add** button:



The system takes you to the page where you see the item you added. There will be a red exclamation mark on the item. It means you need to adjust the tag.



Advanced Tip: To add several photos to a person, on the page that tells you the previous photo has been uploaded, click the **Upload** button. Upload the next item, and continue until you have uploaded all the photos. When you click the **Add** button, all of the photos will be added to that person.

5. Click the red exclamation mark, and adjust the tag (see the “Adjust Tags” section below).

Advanced Tip: The Memories feature in Family Tree also lets you upload as many photos as you want at one time and tag the photos later. Be sure to tag the photos, or it is like having a photo album without any labels to tell you who the people are. Memories also lets you add all the tags you need to a photo, but you will have to make sure the tags are connected to Family Tree. To access the Memories feature, click **Memories** at the top of the screen.

Family Tree Memories Search Indexing

Add an Item to Another Person

You can add a photo, document, or story to all the people shown or mentioned. Family Tree keeps one copy, but displays the item on the Memories pages of all the people.

After you add a photo, document, or story to Family Tree, here’s an easy way to add the same item to another person:

1. Go to the new person’s Memories page. (Click the person’s name, and click **Memories**.)
2. Scroll to the type of memory that you want to link (Photos, Documents, or Stories).
3. Click **+Add**. All of the items you have added to Family Tree are displayed.
4. Click the little box in the bottom left corner of the item you want to add. The system puts a check mark in the box. (To remove the check mark, just click the box again.)
5. In the upper right corner, click the **Add** button.
 - For a photo, the button is **Add Photos**.
 - For a document, the button is **Add Documents**.
 - For a story, the button is **Add Stories**.

Use Tags to Add an Item to More People

This is another way you can link a photo, document, or story to more than one person. It is not as simple as the earlier method, but you can add the item to several people at the same time instead of having to go each person’s Memories page.

1. On a Memories page that displays the item, click the item you want to add more tags to.
2. On the new page, click the item. A new tag appears on the photo or document.
3. Adjust the tag.
 - To make the circle larger or smaller, click one of the white corner boxes. A double-sided arrow appears. Click and drag the arrow to make the circle larger or smaller.
 - To move the circle, click the center of the circle, and drag it to where you want it.

4. Click in the box for the person's name, and type the name.
Important: As you type, tags that you created for similar names appear in a drop-down list. If you have already created a tag for this person, click the name in the list. The system will link the photo to that person for you.
5. Click **Save**. The name appears on the right side of the screen.
6. Continue until you have tagged all the people you can. The name of each person you tag appears in a list on the right side of the screen.
7. If needed, link the people to Family Tree.
 - a. Click the person's name on the right side of the screen.
 - b. Click **Attach to Family Tree**.
 - c. Click the **Search** button.
 - d. List the person's name, and click **Find**.
 - e. Find the correct person in the search results, and click the **Select** button.

Adjust Tags

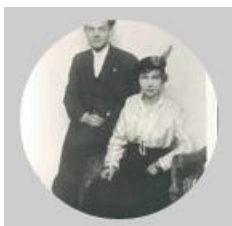
When someone adds a photo, document, or story, the system keeps one copy, but lets you use tags to link the item to as many people as needed in Family Tree.

A tag for a photo has a circle and a box. The circle indicates the area of the photo that will be used as a preferred portrait. The box has the person's name.



When the system adds a tag, it adds one big tag to the entire item. This may cause the preferred portrait to display incorrectly.

Husband's Preferred Portrait
with the Tag Added by the System



Husband's Preferred Portrait
after the Tag Is Adjusted



For photos you added, you can change the size and placement of a tag.

1. Go to the person's Memories page, and click the photo.
2. On the right side of the screen, click the person's name.
3. In the drop-down list, click **Edit Tag**. The tag appears.
4. Adjust the tag.
 - To make the circle larger or smaller, click one of the white corner boxes. A double-sided arrow appears. Click and drag the arrow to make the circle larger or smaller.
 - To move the circle, click the center of the circle, and drag it to where you want it.
5. When you are done, click **Save**.

Remove or Delete a Memory Item

If you don't want an item to appear on a person's Memories page, instead of deleting it, just remove the tag. If you delete an item, it is deleted completely from Family Tree and from all Memories pages.

1. On the person's Memories page, scroll to the type of memory that you want to remove or delete (Photos, Documents, or Stories).
2. Click the item.
3. Remove or delete the item.
 - a. To remove the item from the person's Memories page, on the right side of the screen, click the person's name. Then in the drop-down list, click **Remove Tag**.
 - b. To delete a photo or document completely from Family Tree, on the bottom right corner of the image, click the **Delete** message.
 - c. To delete a story completely from Family Tree, click the **Delete** button.