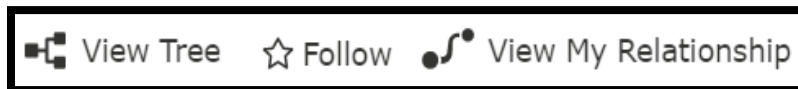


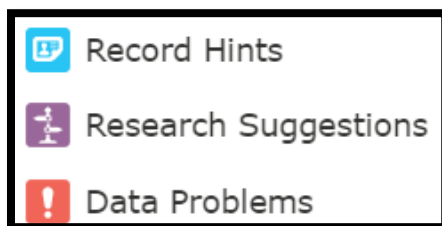
# Training on ANALYSIS TOOLS ON THE PERSON PAGE

(Script for Temple & Family History Consultants)

1. **ACTION:** “Having learned about the HOME PAGE, this lesson focuses on the analysis tools on the PERSON PAGE. Click on someone from your RECENT PEOPLE list or on the RECOMMENDED TASK LIST and go to their PERSON PAGE. The RESEARCH HELP section on the far-right of the PERSON PAGE helps you recognize **Possible Duplicates**. You should attempt to support any inferences made at FSFT by yourself or others with a record that gives evidence about each name, date, or place found on this page.
2. **EXPLAIN:** “Three options are available to help you analyze the information on the PERSON PAGE. You can view multiple pedigree views of your ancestors with **View Tree**, click on the **Follow** star to be notified if anyone performs an edit to that person’s information, or **View My Relationship** to see exactly how you are related to the person being viewed. Look to the right of the person’s name for these three icons:

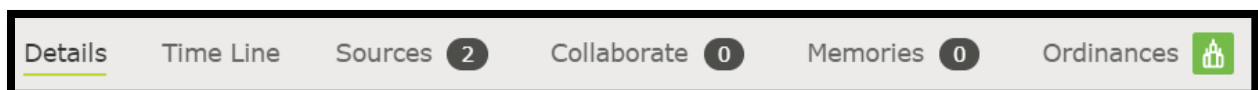


3. **ACTION:** “Click on **View Tree** and select the **Landscape** view to see the person’s parents and to select which icons you want to display from its **OPTIONS** drop-down list. Check all items you want to view. You can see the colored icons indicating these three RESEARCH HELPS: **Record Hints**, **Research Suggestions**, or **Data Problems** as illustrated across from action 7 below.
4. **ACTION:** Click the **Portrait View**. It also shows the same icons as **RESEARCH HELPS**.
5. **ACTION:** Click the **Fan Chart** and work through its seven unique views. Try the **Family Lines** view and compare it to the **Birth Country** view. Did you notice in the Birth Country view there is a different color used for each birth country for an ancestor. What color illustrates the United States on your tree? See how many of these relatives have sources, stories, and photos by clicking on **Fan View options** for **Sources**, **Stories**, and **Photos**. See which relatives need **Research Help** or **Ordinances** by using those two views.”
6. **EXPLAIN:** “Some of you do not have many people on your fan chart, as you may be the first people in your family to gather them together. *You need to analyze what you do know before you can find what is missing. FamilySearch has tools to help us analyze the available evidence. We need to fix abbreviations, missing dates and places, and enter full, complete names for our families in FSFT.*”



7. **ACTION:** “Look at the **RESEARCH HELP** section in the upper right area of the PERSON PAGE. Do you see a white exclamation point surrounded by red, indicating that data problems exist such as vital dates or places are not standardized? If this step is ignored, the *Family Tree* search engines will not send you hints or suggestions. Turquoise icons mean a possible source has been sent to you. The computer needs you (a human) to both review this hint and attach it to the person if it is a match. Doing this can add other people to your tree.

8. **EXPLAIN:** “Every PERSON PAGE has a place for details below the person’s name like this:



The **Details** view is the one the person page opens from the Home Page or an index search. The **Time Line** view is a cumulation of the evidence already added to a person.

The **Sources** view is very important as it explains the evidence for the details on that person.

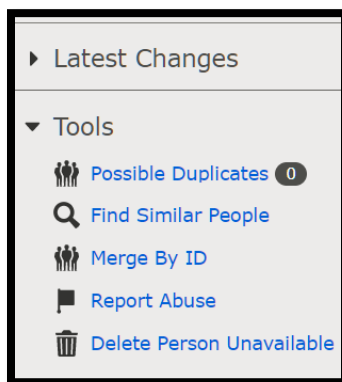
**Collaborate** is where you would leave notes for others about what you want to share or ask for help finding missing information.

**Memories** are where you add photos, stories, audio files, and history about your person.

**Ordinances** are only viewable on church members' files. You may reserve temple work here.

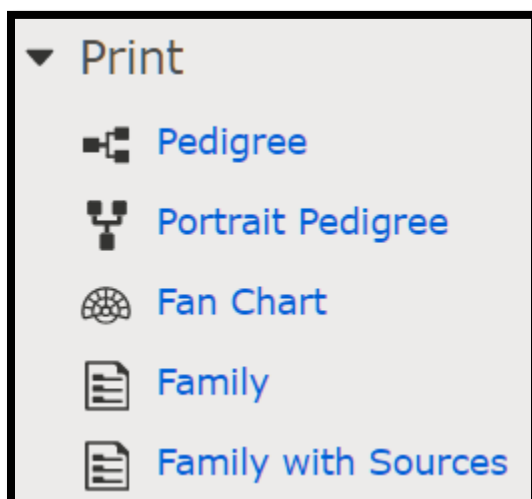
9. **ACTION:** Work your way through each of the analysis tools mentioned above. Watch for missing sources for each event labeled, such as no burial place for a death. Look under the SEARCH RECORDS section. If you have standardized all dates, places, and names to match the rules of the *FamilySearch* program, you are ready to perform research.

10. **ACTION:** Click on the words *FamilySearch* from the **SEARCH RECORDS** section. The program will fill in the search fields for each of the programs listed in this window and try to find sources for the person listed in the PERSON PAGE in *FamilySearch*. You can also go directly to *Ancestry*, *findmypast*, *myheritage*, etc., but those websites cost money unless you are signed in for a free account for each one of them. They are free to members of the church. Click on the question in a circle across from your sign in name at *FamilySearch* and type "partners" in the search window. There are different instructions for accessing each of the partner sites. BE SURE you record your username and password for each website because it is very time consuming to reset them.



11. **EXPLAIN:** We won't cover LATEST CHANGES or TOOLS sections now as they will be used when you need to merge duplicates.

12. **EXPLAIN:** As you now see, *analysis* covers how to recognize evidence, to accurately explain and share that evidence, and how to locate evidence to prove or disprove assertions. **Assertions** are names, dates, and places posted by people using FSFT without providing evidence to back up their posts. Genealogists need evidence.



13. **EXPLAIN:** Being able to **PRINT** is important to help you analyze what you know when you start your research. If you are connected to a printer, you can print a **Landscape Pedigree, Portrait Pedigree, Fan Chart, a Family** (Group Record), or a **Family with Sources** (but this last one might not be as helpful as you hope unless you use it to record your interpretation between the lines of what evidence is actually revealed in the source and where it took place). The printed Family Group Record is very helpful as you begin. You can put it in a notebook and keep track of one family at a time. You can use it to keep track of the ID numbers for each person and to circle items in red that need sources or indicate what additional information you want to find. Happy Hunting!