


Training on the HOME PAGE of FamilySearch

(Script for Temple & Family History Consultants)

1. Please sign into *FamilySearch* using your *LDS Tools* username and password or Create a Free Account.
2. **EXPLAIN:** “The first page you come to when you sign into *FamilySearch* is YOUR personal HOME PAGE. From anywhere in the program, you can always click on the *FamilySearch* Logo on the top left of the screen to return to this page.”
3. **EXPLAIN:** “Did you ever want to know what you should do next in Family History? Your HOME PAGE provides you with RECOMMENDED TASKS for specific personal relatives who need YOUR help to progress further in their covenant experiences. These tasks provide you with quick links to VIEW YOUR RELATIONSHIP to the person on the task list, and a link to that relative’s PERSON PAGE.”
4. **EXPLAIN:** “Everyone has a PERSON PAGE—including YOU! In fact, your HOME PAGE has a list of RECENT PEOPLE related to you directly under the RECOMMENDED TASKS list just discussed. You should find your name listed on this RECENTS list. It is a great place to start.”
5. **ACTION:** “Click on your own name, under the RECENTS list we just talked about. (It is in the right column of your HOME PAGE.) An index card appears. You just click on the person’s name OR the word “person” at the bottom of the card. The PERSON PAGE is the heart of this *Family Tree* program. There is space in this program for one PERSON PAGE for every person who ever lived. So, if you find a relative who has more than one PERSON PAGE and that relative is deceased, the names, dates, and places on the two pages should be compared with each other. If they are for the same person, they should be merged. One general rule is that individuals with fewer correct sources are merged into the one with the most sources. NOTE: Living people will often have more than one PERSON PAGE, so don’t be concerned when that happens.
6. **ACTION:** “Check to see if the details about yourself are correct. Notice that FamilySearch/Family Tree records your vital dates and places based on what someone entered at some time in the past. But that person may have abbreviated the names of months and localities, such as USA instead of United States. If you are married, is your correct spouse linked to you? All females should be listed with their maiden name. If anyone went by a nickname or different surname (such as that of a stepparent, for example), put that information in the OTHER INFORMATION area of the PERSON PAGE. Are all your children linked to you and your correct spouse? Is their information correct?” This is so important, because computers require exactness in entering details, in order to find source of proof.
7. **ACTION:** “Take the time to study the PERSON PAGE for a parent. Notice the “arrowhead” icon  in front of each section of the page titled **Life Sketch, Vitals, Other Information** and **Family Members**. When this arrowhead points down, that part of the screen is viewable, and when it points to the right, that part is closed. This helps to focus on various areas at one time. Notice that the person listed under Vitals is also listed as a **Spouse** on the left under **Family Members**, and as a **Child** on the right under **Parents and Siblings**. Also notice you have sections in the far right entitled **Research Help, Search Records, Latest Changes, Tools, and Print**. We will cover their features later after we finish explaining the HOME PAGE.
8. **EXPLAIN:** “The HOME PAGE provides a “**To-do List**” area where you can add something you want to complete. For example, you may need to enter your grandmother’s maiden name, but it may be in papers at another location. Click on the word **Add** and enter what you want to remember. It is best to include the Persons FSFT ID number which consists of 7 letters or number like MH3W-DFE.

YOU have covered the basics of the HOME PAGE! There are also fun activities on the HOME PAGE for you to explore when you have time or go to www.provoeastfhc.org and download the **Activity Worksheet** at the bottom of its homepage.