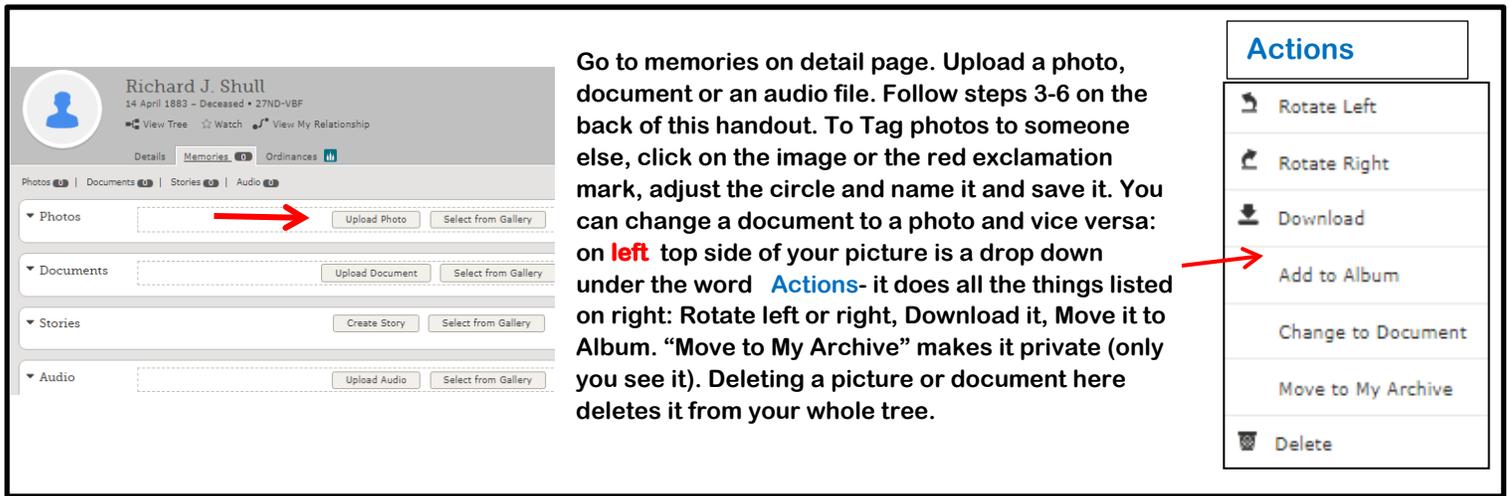


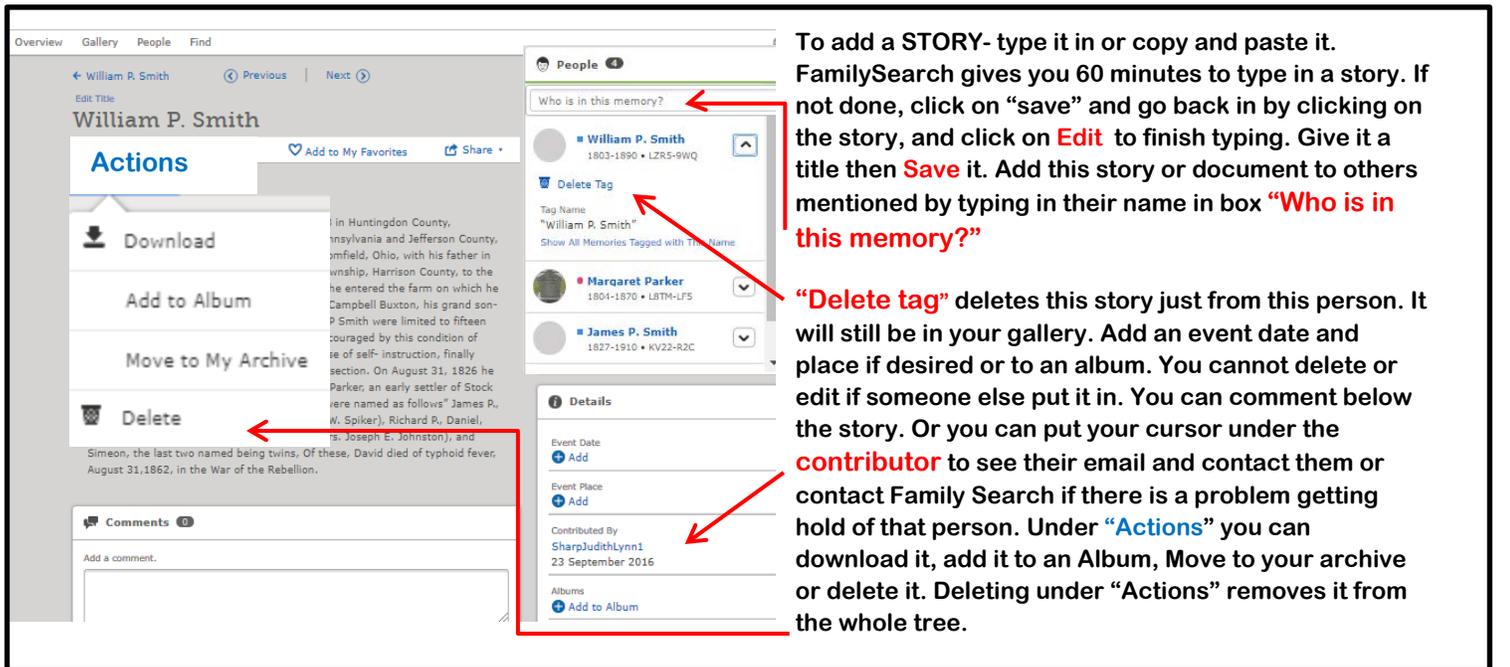
# Adding Memories in FamilySearch Tree



Go to memories on detail page. Upload a photo, document or an audio file. Follow steps 3-6 on the back of this handout. To Tag photos to someone else, click on the image or the red exclamation mark, adjust the circle and name it and save it. You can change a document to a photo and vice versa: on **left** top side of your picture is a drop down under the word **Actions**- it does all the things listed on right: Rotate left or right, Download it, Move it to Album. "Move to My Archive" makes it private (only you see it). Deleting a picture or document here deletes it from your whole tree.

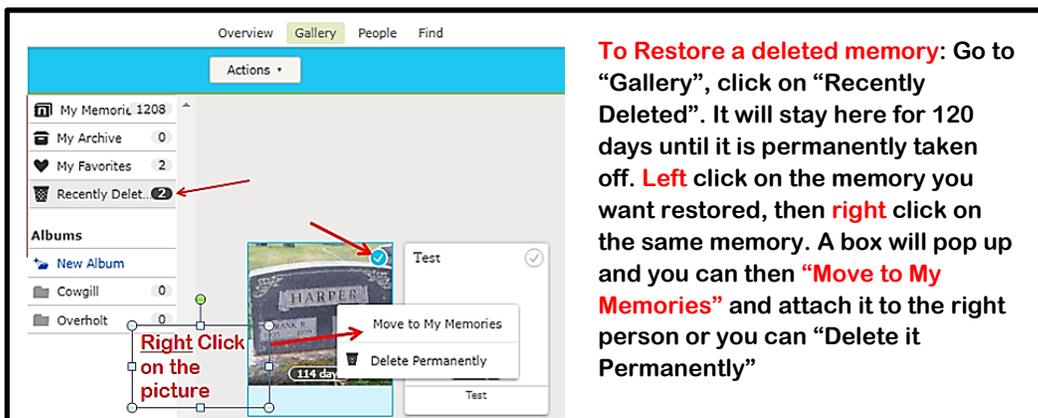
**Actions**

- Rotate Left
- Rotate Right
- Download
- Add to Album
- Change to Document
- Move to My Archive
- Delete

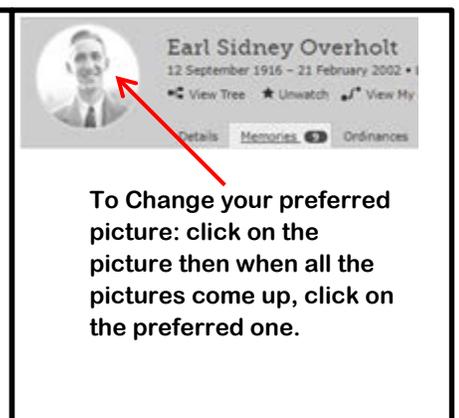


To add a STORY- type it in or copy and paste it. FamilySearch gives you 60 minutes to type in a story. If not done, click on "save" and go back in by clicking on the story, and click on **Edit** to finish typing. Give it a title then **Save** it. Add this story or document to others mentioned by typing in their name in box "Who is in this memory?"

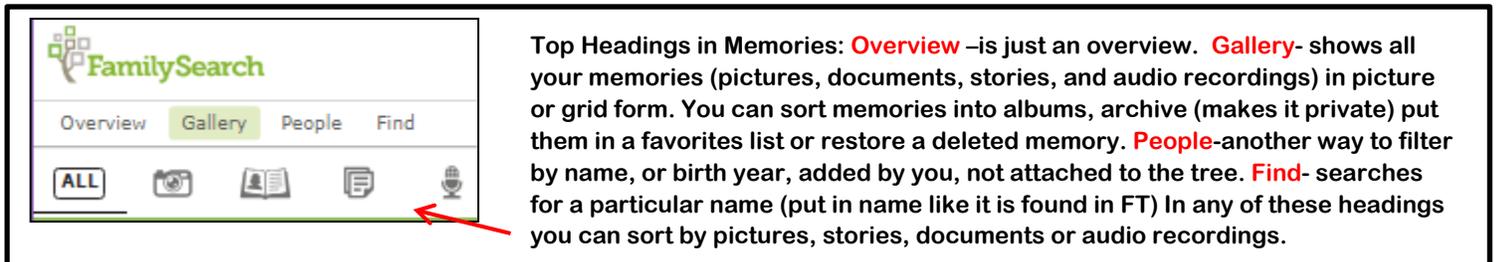
"Delete tag" deletes this story just from this person. It will still be in your gallery. Add an event date and place if desired or to an album. You cannot delete or edit if someone else put it in. You can comment below the story. Or you can put your cursor under the **contributor** to see their email and contact them or contact Family Search if there is a problem getting hold of that person. Under "**Actions**" you can download it, add it to an Album, Move to your archive or delete it. Deleting under "Actions" removes it from the whole tree.



**To Restore a deleted memory:** Go to "Gallery", click on "Recently Deleted". It will stay here for 120 days until it is permanently taken off. **Left** click on the memory you want restored, then **right** click on the same memory. A box will pop up and you can then "**Move to My Memories**" and attach it to the right person or you can "Delete it Permanently"



To Change your preferred picture: click on the picture then when all the pictures come up, click on the preferred one.



Top Headings in Memories: **Overview** -is just an overview. **Gallery**- shows all your memories (pictures, documents, stories, and audio recordings) in picture or grid form. You can sort memories into albums, archive (makes it private) put them in a favorites list or restore a deleted memory. **People**-another way to filter by name, or birth year, added by you, not attached to the tree. **Find**- searches for a particular name (put in name like it is found in FT) In any of these headings you can sort by pictures, stories, documents or audio recordings.

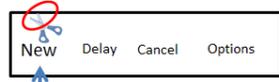
# Inserting Pictures into FamilySearch Memories and “Snipping Tool”

1-

1-click here first on start icon



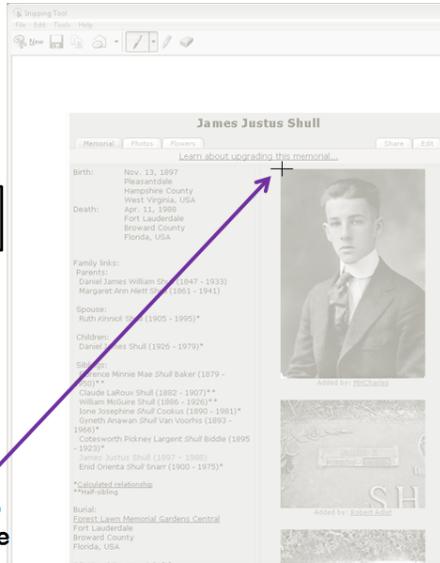
In search box, type in “Snipping tool”



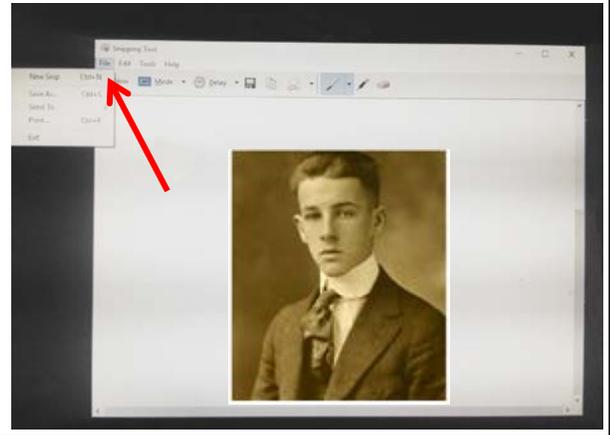
2-Select “new” in the box of “Snipping Tool”.

The picture will then turn white transparent.

3-Use the crosshairs to draw around the picture



2- In the next box that comes up, go to “file” (top left corner) and do a “save as”. Give the picture a name and save it to your browser or desktop. (Note: you can also “right click” on a picture and do a “save as” without snipping it)

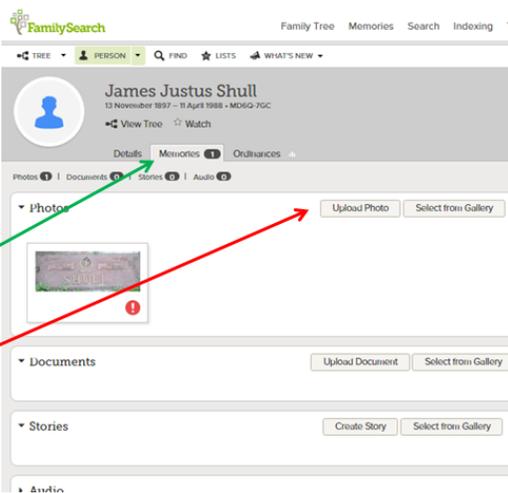


3-

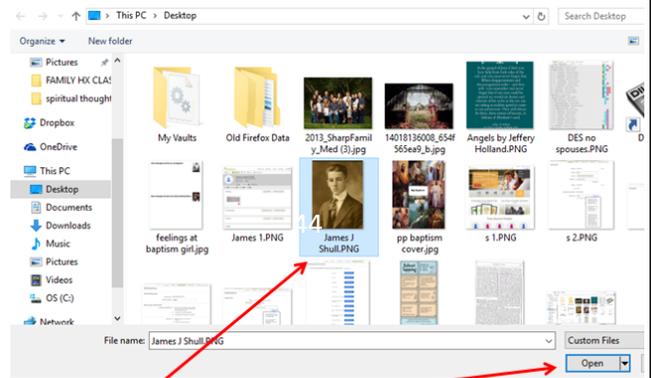
Go to FamilySearch details page.

Click on Memories

then Click on “Upload Photo”



4- Find the picture in your browser or desktop and click on it. Then click on “open”



5-

The picture will appear here.

(A “screening” banner will appear over the picture for a short time then drop off.)

To center this picture click on the red exclamation mark



6- Adjust the circle to the desired place. Put a title in.

