

# Editing Facts and Relationships in FamilySearch

**EDITING FACTS-** click on the blue “Edit”. All dates and places must be standardized. No abbreviations and must include a country. Put cursor after the date or place and hit space bar to bring up selections. You must choose from the computer’s list even if your entry is the same. That is how the search engines work and are able to find more hints.

Birth • 12 Sources • Edit ←  
6 June 1873  
📍 Portsmouth, Scioto, Ohio, United States

You will see a balloon icon before the date and place meaning it is standardized. A square with a pencil in it means we can edit that relationship. Click beside a marriage to remove or replace a spouse. Click beside a child’s name to remove or replace them from the parents. If you don’t know the death date, enter “deceased” if older than 110 years from the date of birth. Enter the word “living” if younger than 110 years old.

Fredrick Buckley  
1841-1914 • LZFH-KZN  
Marriage: 24 Aug 1861  
Scioto, Delaware, Ohio, United States →  
Sarah Jane Mathews  
1842-1924 • LZFH-KGL  
Children (6)  
Thomas Buckley  
1861-1863 • LV7F-9MD →

**EDITING SOURCES-** Go to your sources page. Click *under* the source you want to edit. Another screen will come up with actions to “View, Edit, Review Attachments, Detach, Report Abuse or Tag”. Choose “View”. The next screen that comes up gives you the choice to copy it to your source box so you can add it to other people or you can go to your source box.

Vitals Other Time Line Family Sources 22 Discussions  
Sources  
Open Details • + Add Source • - Attach from Source Box  
📍 Daniel E. Buckley in entry for Jennie Buckley, "Ohio Deaths, 1908-1953"

View • Edit • Review Attachments • Detach •  
Report Abuse • Tag 5

+ Copy to My Source Box | - Go to My Source Box

Details Time Line Sources 22 Collaborate 0  
Notes  
+ Add a New Note  
Discussions  
+ Add a New Discussion

**EDITING OR ADDING NOTES AND DISCUSSIONS-** go to “Collaborate” top of details page, click on “Add a New Note” or “Add a New Discussion”. Another screen comes up. Insert a title and your comments, and then **save** it. Click on the title to edit or delete it. You can only edit or delete a note or discussion if you wrote it.

Spouses and Children  
Hide All + Add Spouse



**Ira Vorhees Cowgill**  
1880-19... • LZFP-WKK  
Marriage: 4 Oct 1911  
Romney, Hampshire ... 



**Maude Muriel Johns...**  
1881-19... • LZFP-3N7

^ Children (1)



**Hannah Mary Co...**  
1919... • LZ6S-WD8 

+ Add Child

**MARRIAGE EVENTS**

+ Add Event

**Marriage • Edit** ←

4 October 1911  
Romney, Hampshire, West Virginia, United States

Marriage ▾ ←

Annulment

Common Law Marriage

Divorce

**Marriage**

Standardized Event Date

**EDIT A RELATIONSHIP TYPE** - to edit a *marriage* relationship type, click on square icon with pencil and then click on edit beside the word marriage. From a dropdown box, you can choose Annulment, Common Law Marriage, or Divorce. To edit a relationship of a *parent to the child*, click on the square icon with pencil beside the child's name, then click on "Add Relationship Type" or word "Edit" beside Biological. From the arrow then you can choose (Adoptive, Foster, Guardianship, or. It will always default to Biological.

**Maude Muriel Johnston**  
1881-1945 • LZFP-3N7

+ Add Relationship Type

Biological • **Edit** ←

Latest Changes ←

↻ Christening Changed  
January 1, 2019  
by SharpJudithLynn1

↻ Source Attached

**RESTORE a RELATIONSHIP**- If you made a mistake, click on "Latest Changes" on *the details page*. The next screen shows a list of changes made. Click on the one you want to change; and on the next screen that comes up, you can then click on the words "Restore Relationship"

**RELATIONSHIP DELETED**

This relationship was deleted when these people were merged.

Surviving Person **Jonathan Griffee McNeill**

Deleted Person **Jonathan Griffee Mc Neill**

Relationship Deleted May 30, 2016 by SharpJudithLynn1 → **Restore Relationship**

**RELATIONSHIPS IN GENERAL**- It is always best to add people in by PIN rather than names if possible. When detaching a wrong spouse, go to the person page of the spouse you want to keep with the children. That way when you detach the wrong spouse, the children are still with the parent whose page you are on. If a child is connected to the wrong parents, click on "Add Child" under the right parents and add them in. Then you can "Edit" and detach the child from the wrong parents. It is usually better to edit or resolve children first, then the parents.