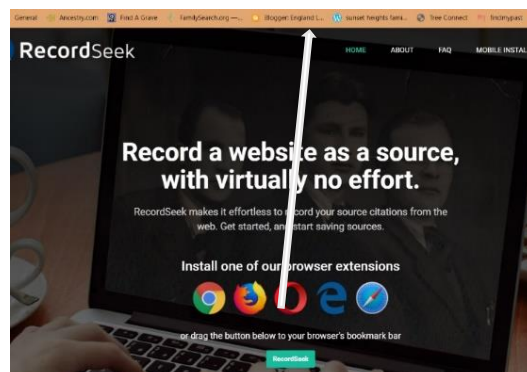# QUICK TIPS

What is Record Seek?

RecordSeek is a free third-party affiliate product for FamilySearch that enables patrons to quickly create Family Tree sources from online records.

Downloading *RecordSeek*

- *RecordSeek* works on all browsers, however, these instructions are for Chrome.
- Go to RecordSeek.com
- Click and hold your mouse on the *RecordSeek* button, then drag it to your bookmarks bar.

How to Use *RecordSeek*

- Find a webpage you wish to use as a source.
- Use your mouse to highlight information you'd like to include in the record notes.
- Click the *RecordSeek* button in your bookmarks bar.
- A new window will open for you to sign in to your FamilySearch or Ancestry account. Click on the account.
- After signing in, a window will briefly appear that says it is authenticating your information.
- A new window will open showing the fields Family Tree uses to create a new source. *RecordSeek* will automatically fill in some of the fields. Anything you highlighted with your mouse will go into the Describe the Record (Notes) field. Review the fields and edit or add information as needed.
- To use this source for particular fields in Family Tree, click the green Tag this Source to Events button. Then check any of the six items this record pertains to in the pop-up box that appears. Click the blue Close button when done.
- Click the Next button. *RecordSeek* will then move to another screen which allows you to search for the ancestor to whom you would like to attach the source. Copy the person's PID from Family Tree and paste it into the Search by Person ID Number field. Then click Next.
- *RecordSeek* moves to a screen that allows you to include a reason for attaching this source. This is optional, but usually helpful. When complete, click the Create & Attach button.

Source: *FamilySearch Research Wiki*
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