

QUICK TIPS

How do you edit *Vitals* on the *Details* section in Family Tree?

You can edit almost anything on Family Tree. You can correct the name, sex, or event information for a person, regardless of whether you added it. Family Tree is an open, collaborative environment. Your change shows in a change history, along with your Contact ID and a means to contact you. Any user, including you, can reverse changes.

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The image shows two screenshots from the FamilyTree.org interface. The left screenshot displays the profile for Darrel McDonald Lamb (19 June 1903 – 1 February 1970). The 'Vitals' section is visible, with the 'Burial' entry highlighted by a red box and an edit icon. The right screenshot shows the 'Burial' edit form. The 'Date of burial' is set to 4 February 1970. The 'Place of burial' is set to Erie, Pennsylvania, United States. A source is listed: 'Darrel M. Lamb, "Find A Grave Index", Millcreek Township, Erie, Pennsylvania, United States of America'. A text box for 'Reason This Information Is Correct' is empty. A red arrow points from the edit icon in the left screenshot to the edit form in the right screenshot.

We will use Darrel McDonald Lamb as an example of editing. In this case, Darrel's *Vitals* section looks complete but we can add more detailed information to the *Burial*.

When we click on the *Edit* icon in the burial section, a *new* box appears. Only the date and city of burial is currently shown. The *Find A Grave* Index that is already attached as a source, gives the cemetery and a more specific location where Darrel is burial.

We can enter the information in the *Place of Burial* field, making sure to select a standardized location and add a reason statement before saving. Standardizing dates and places in Family Tree improves the accuracy and searchability of the information you enter.

The image shows two screenshots from the FamilyTree.org interface. The left screenshot shows the 'Burial' edit form with the 'Place of burial' field filled with 'Laurel Hill Cemetery, Millcreek Township, Er'. The 'Reason This Information Is Correct' field contains the text: 'The Find A Grave Index gives the cemetery and location where Darrel is buried.' The 'Date of burial' is 4 February 1970. The 'Sources' list includes 'Darrel M. Lamb, "Find A Grave Index", Millcreek Township, Erie, Pennsylvania, United States of America'. A red box highlights the 'Reason This Information Is Correct' field and the 'SAVE' button. The right screenshot shows the updated 'Vitals' section for Darrel McDonald Lamb. The 'Burial' entry now includes the date, location, and source. A red box highlights the updated 'Burial' entry. A red arrow points from the 'SAVE' button in the left screenshot to the updated 'Burial' entry in the right screenshot.

After saving, all the vital information is complete and standardized. Additionally, there is a source that supports the information we have added.