

An abstract graphic consisting of several thin, black, overlapping lines that form various geometric shapes and polygons, primarily located in the upper left and center of the page.

HOW DO I . . . USE THE FAMILY TREE SOURCE BOX?

BYU Library Family History Center

Presented by Jerroleen Sorensen

WHAT IS THE SOURCE BOX?

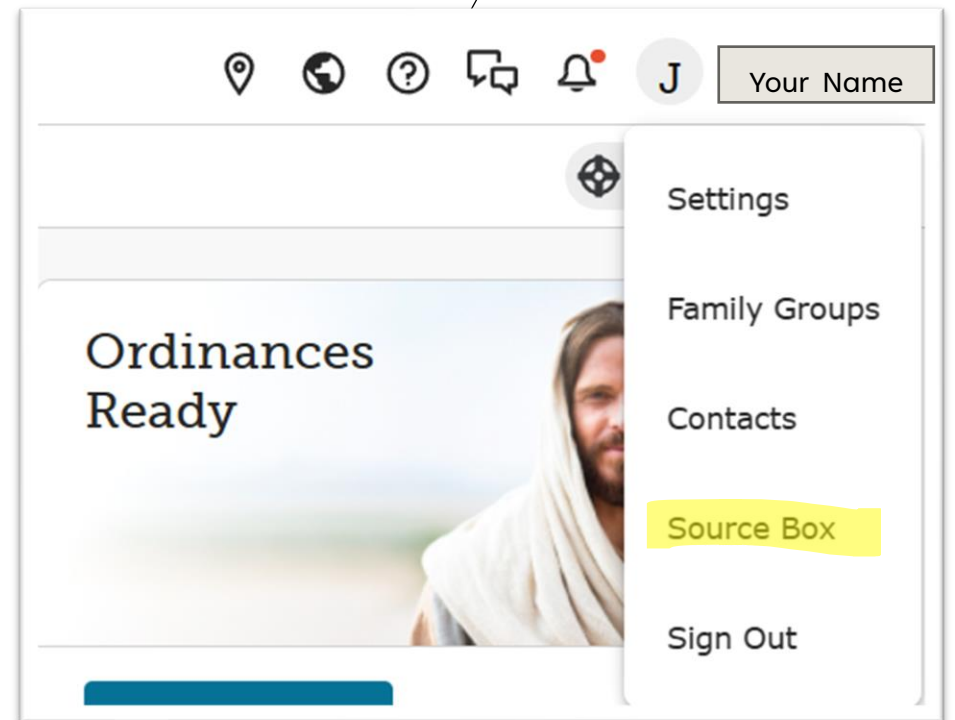
The Source Box serves as a place to capture a record source and preserve it. Your source box may contain any sources you have added to any ancestor OR only sources you wish to keep there. You can add sources to your source box or delete them.

FEATURES OF THE SOURCE BOX

- Storage of more than 30,000 sources. (Not a good idea.)
- The ability to organize your sources in up to 200 folders. (A good idea.)
- Adding sources of your own into Family Tree.
- Gathering historical records and attaching them to records of ancestors.
- Print sources directly from the View page of individual sources.

HOW TO FIND THE SOURCE BOX

To view your source box, click your name in the upper right corner, and from the drop-down menu, click **Source Box**.



CLEAN IT OUT

Make Folders

Create some folders for sources you may not want to remove.

Search

Find sources you know you want to save and move them to their folders.

Remove

Remove the sources you don't want. This can be a lengthy process. It will only remove a few hundred at a time.

Save Sources

Only save to your source box the **IMPORTANT** sources you want to be able to access.

Organize OFTEN

Restore your Source Box to order as often as you need to. Avoid the pain.

HINTS:

- Use Shift/Click to select consecutive lines.
- Refresh after every action.

ORGANIZE SOURCES IN FOLDERS



CREATE UP TO 200 FOLDERS WITH UNIQUE NAMES.

SOME IDEAS:

THE TYPE OF RECORD
THE NAME OF THE ANCESTOR
THE NAME OF THE FAMILY LINE
THE NAME OF A PLACE
SOURCES YOU MAY WISH TO USE
SOURCES YOU NEED TO CHECK OUT

1. Click **New Folder**.

2. Enter a name in the pop-up box in the **Add Folder** screen.

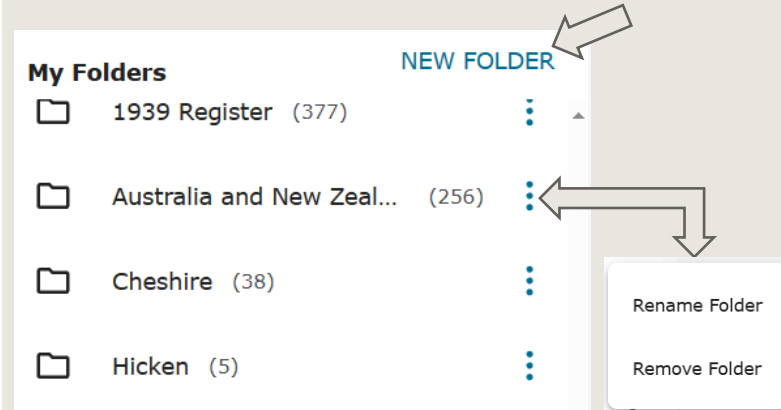
3. Click **Add**.

4. Click the box next to each source you want to move or click the **Select All** box (for best results, move just a few at a time).

5. Click **Move** and tap the folder from the list.

6. You can also **drag and drop** a file into a folder.

7. You can **rename and remove** folders using the three dots menu. Removing a folder will not remove the sources from the box.



Search Title

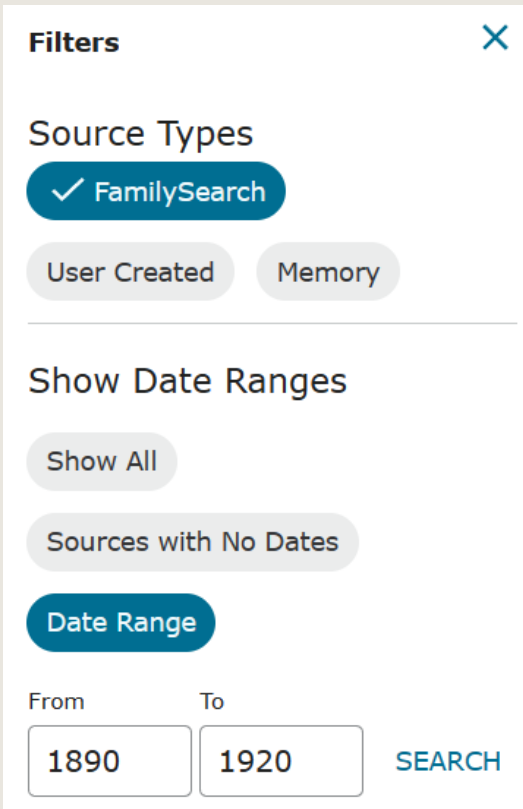
SEARCH

FILTER

SEARCH THE SOURCE BOX

1. In the search field, enter the words you want to find.
2. The fewer words the better. You must be exact, including punctuation and word order. For example, Utah, Wills worked but Utah Wills did not.

FILTER YOUR SEARCH



The screenshot shows a 'Filters' panel with a close button (X) in the top right corner. It is divided into three sections: 'Source Types', 'Show Date Ranges', and 'Date Range'. In the 'Source Types' section, 'FamilySearch' is selected with a blue checkmark, while 'User Created' and 'Memory' are not. In the 'Show Date Ranges' section, 'Date Range' is selected, while 'Show All' and 'Sources with No Dates' are not. In the 'Date Range' section, the 'From' field contains '1890' and the 'To' field contains '1920', with a 'SEARCH' button to the right.

Filters ×

Source Types

FamilySearch

User Created Memory

Show Date Ranges

Show All

Sources with No Dates

Date Range

From To [SEARCH](#)

1. Click **Filter**.

2. Click the source types that you want to include (blue check).

- 1. FamilySearch:** Historical records from FamilySearch.
- 2. User Created:** A source whose citation was typed into FamilySearch or imported.
- 3. Memory:** A photo, story, document, or audio file that was added to FamilySearch and used as a source.

3. To filter by date, follow these steps:

1. Click **Date Range**.
2. Enter the earliest and latest years.
3. Click **Search**. (Will find date listed in profile list)

4. To turn off the date filter and display sources without dates, click **Sources With No Dates**.

Create Source ×

Event Date
Date

Source Title
Title

A source title is required.

Source Type
 Web Page URL Add a Memory

Web Page (Link to the Record)

Citation
Where The Record Is Found (Citation)

Notes
Describe The Record (Notes)

CREATE A SOURCE CITATION

1. Click **Create Source**.
2. Enter source information into the fields.
3. Click **Save**.
4. Attach to a person's profile or leave in Source Box for future use.

Alfred Noel Turner
28 May 1932 – 28 April 2011 • LKSF-N4V

VIEW TREE VIEW RELATIONSHIP FOLLOW

ABOUT DETAILS SOURCES (6)

Sources (6)

Detail View + ADD SOURCE

Date	Title
+ ADD	Australia, Electoral Rolls, 1903-1980

Add New Source

Add New Memory Source

Attach From Source Box

ATTACH A SOURCE BOX SOURCE FROM A PROFILE PAGE

1. Find the person for whom you want to add a source.
2. Click the **Sources** tab.
3. Click the **Add Source** button, and then click **Attach from Source Box**.
4. Find the correct source.
5. To the right of the source, click **Attach**. [If the source is already attached to that person, it shows a paper clip icon instead of an Attach button. If you click it, the attached persons are shown. You can detach the source, if needed, by clicking on Detach.]
6. Explain your reason for attaching the source.
7. Click **Attach**.

Create Source ×

Event Date
Date

Source Title
Title

A source title is required.

Source Type
 Web Page URL Add a Memory

Web Page (Link to the Record)

Citation
Where The Record Is Found (Citation)

Notes
Describe The Record (Notes)

ATTACH A SOURCE BOX SOURCE DIRECTLY FROM THE SOURCE BOX

1. Find the source that you want to attach to a person.
2. Click **Attach**.
3. Click the tab for the kind of search you want to use to find the person:
 1. **Find by Name.** Enter a name and other information. Find the correct person on the list of possible matches.
 2. **Find by ID.** Enter a Family Tree ID number.
 3. **Find by Recents.** Find the name on the drop-down list of recently viewed people.
4. Click **Next or Find or Attach**.
5. Click **Attach or Attach Source**. Be careful, because you can attach a source to multiple people without realizing it, as you can attach a source from the Source Box to anyone in the tree.
6. Explain your reason for attaching it.
7. Click **Attach**.

Create Source ×

Event Date
Date

Source Title
Title

A source title is required.

Source Type
 Web Page URL Add a Memory

Web Page (Link to the Record)

Citation
Where The Record Is Found (Citation)

Notes
Describe The Record (Notes)

USING A PREVIOUSLY CREATED SOURCE TEMPLATE

I recommend making blank citation sources in your Source Box for types of sources you frequently attach from other sites, such as findmypast.com. You can use the source box citation as a template for the specific source information as follows:

1. Create the source template using the title, citation information and other general information.
2. When you want to use the template, **from the Source Box**, click on Attach.
3. Find the person you want to attach it to.
4. Attach the template.
5. Go to the person's source page and click on the source. Click on Edit.
6. Fill in any specific information for the source you want to attach using that title, such as the webpage URL and any notes, etc.
7. Save the information. The correct link will be displayed.

VIEW SOURCE DETAILS

UK, British Army World War I Pension Records 1914-1920

VIEW EDIT COPY REMOVE ATTACHED TO 1

Web Page (Link to the Record)
<http://search.ancestry.com/cgi-bin/sse.dll?dbid=1114&h=3148656&indiv=try>

Where The Record Is Found (Citation)
WO364; Piece: 2095

1881, John Brindle, "England and Wales Census, 1881" ATTACH

VIEW EDIT COPY REMOVE ATTACHED TO 1 X

Source Date
1881


Web Page (Link to the Record)
<https://familysearch.org/ark:/61903/1:1:Q27G-8JDQ>

Where The Record Is Found (Citation)
"England and Wales Census, 1881," database with images, *FamilySearch* (<https://familysearch.org/ark:/61903/1:1:Q27G-8JDQ> : 13 December 2017), John Brindle, Middle Hulton, Lancashire, England; from "1881 England, Scotland and Wales Census," database and images, *findmypast* (<http://www.findmypast.com> : n.d.); citing p. 6, Piece/Folio 3819/66, The National Archives, Kew, Surrey; FHL microfilm 101,775,094.

Indexed Information EDIT

John Brindle
Census • England and Wales Census, 1881

Name	John Brindle
Sex	Male
Age	28
Residence Note	St Helens Rd
Birth Year (Estimated)	1853
Birthplace	Little Bolton, Lancashire, England
Marital Status	Married
Occupation	Stone Mason
Relationship to Head of Household	



1. Click on the source listed in the title column. The source will expand to display the title of the source, an active URL to the original record, bibliographic information, indexed information, notes, and who the source is attached to.
2. Edit the source or remove the source from your source box by clicking on the Edit link or the Remove link.
3. Click on the circle with the X in it to close the source information again.

Person of Record and Spouse

 **Edward Gwynne Kitchingman**
- 1934

Name
Edward Gwynne Kitchingman

Sex
Unknown

Death
13 Aug 1934

Burial
Fawkner, Moreland City, Victoria, Australia

- Tag Events
- Name Death
- Burial
- Add Source to Source Box

ADD A SOURCE FROM SOURCE LINKER TO SOURCE BOX (OR PREVENT A SOURCE FROM ADDING)

1. Click on Review and Attach.
2. Scroll to the bottom and click or unclick on Add Source to Source Box. (I RARELY add sources to my Source Box this way. It clogs up your Box big time.)
3. Attach source appropriately.
4. Make sure the next time you add a source the Add Source to Source Box is unchecked!

Alfred Noel Turner, "BillionGraves Index"

[EDIT](#) [COPY TO SOURCE BOX](#) [GO TO MY SOURCE BOX](#)

Source Date

2011

Web Page (Link to the Record)

<https://familysearch.org/ark:/61903/1:1:QPHT-FDQL>

Where The Record Is Found (Citation)

"BillionGraves Index," database, *FamilySearch* (<https://familysearch.org/ark:/61903/1:1:QPHT-FDQL> : 26 June 2018), Alfred Noel Turner, died 28 Apr 2011; citing *BillionGraves* (<http://www.billiongraves.com> : 2012), Burial at Keilor Cemetery, Keilor East, Victoria, Australia.

Describe The Record (Notes)

[+ ADD](#)

COPY AN ATTACHED SOURCE TO YOUR SOURCE BOX

1. Navigate to the Person page of the individual with sources that you want to copy.
2. Click the **Sources** tab.
3. Click the source that you want to copy.
4. Click **View**.
 1. To change the source, click **Edit**.
 2. You can edit the date, title, notes, and reasons to change source fields. You cannot change the title, URL, or citation of the original FamilySearch source.
 3. Click **Save**.
 4. The system adds the words "Copy of" to the title.
5. Click **Copy to source box**.

Alfred Noel Turner, "BillionGraves Index"

[EDIT](#) [COPY TO SOURCE BOX](#) [GO TO MY SOURCE BOX](#)

Source Date

2011

Web Page (Link to the Record)

<https://familysearch.org/ark:/61903/1:1:QPHT-FDQL>

Where The Record Is Found (Citation)

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Describe The Record (Notes)

[+ ADD](#)

Tools

 [PRINT](#)

 [DELETE](#)

 [REPORT ABUSE](#)

PRINT A SOURCE FROM YOUR SOURCE BOX

1. Click the title of the source that you want to print.
2. Click **View**.
3. In the **Tools** box on the right of the screen, click **Print**.
4. Review the print settings and click **Print**.

You can delete the source from this page as well, but it will be detached from all the individuals that use it and also be deleted from the system.

Alfred Noel Turner, "BillionGraves Index"

EDIT COPY TO SOURCE BOX GO TO MY SOURCE BOX



Source Date

2011

Web Page (Link to the Record)

<https://familysearch.org/ark:/61903/1:1:QPHT-FDQL>

Where The Record Is Found (Citation)

"BillionGraves Index," database, *FamilySearch* (<https://familysearch.org/ark:/61903/1:1:QPHT-FDQL> : 26 June 2018), Alfred Noel Turner, died 28 Apr 2011; citing *BillionGraves* (<http://www.billiongraves.com> : 2012), Burial at Kellor Cemetery, Kellor East, Victoria, Australia.


Describe The Record (Notes)

+ ADD

KEEPING ANCESTRY OUT OF YOUR SOURCE BOX

If you often transfer sources automatically to FamilySearch from RootsMagic, Ancestry or some other programs that interface with FamilySearch, those sources WILL also automatically wind up in your Source Box. After you compare and transfer sources, I suggest that you always do the following:

1. Click the title of a source that you just transferred.
2. Click **View**.
3. Click **Go to My Source Box**.
4. Click on the sources you just added that you don't want in your Source Box.
5. Click **Remove**.
6. Click on sources you want to put into folders.
7. Click **Move** and then the desired folder or **drag and drop**.



USE THE SOURCE BOX TO
SAVE POSSIBLE SOURCES,
SOURCES YOU MAY NOT
WANT TO USE RIGHT AWAY,
SOURCE TEMPLATES, FAMILY
SOURCES, MEMORY
SOURCES, AND SO ON.

Just don't let it get out of hand.

