Getting Started with ancestry

1. Creating an Account and Logging In

Mendlesham Computer Club

By Sonia Godart-Brown

Creating an Account

- Go to ancestry.co.uk

  - Click:
    - Sign Up: if you are **only** building your own family tree, managing DNA results, or just starting out.

    - Subscribe: if: you need to research ancestors, find census records, or view documents attached to your DNA matches.

    - Start Free Trial: if you want try out research results and functionality
      ### REMEMBER TO CANCEL BEFORE THE 14 DAYS RUNS OUT

    - Follow instructions to complete sign-up process

Logging In To An Existing Account

- Go to ancestry.co.uk
- Click Log In
- Enter email and password

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2. Creating a New Family Tree

Creating a New Family Tree

- Click **Trees → Create & Manage Trees**
- Select **Create a New Tree**
- Enter a 'home person' - your own details or your starting person
- Add any available parent information or select one and then cancel
- Will then be asked to:
  - name the Tree
  - set privacy settings (read the description of each setting to make sure it is appropriate to your requirements).
  - save the Tree

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3. Developing Your Family Tree

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Adding Family Members

- Click **Trees → My Trees**
- Select your Family Tree
- Right click on the relevant, existing person in your Tree
- Select **... → Add Relative**
  - Choose relationship (parent, sibling spouse child etc)
  - Add any known information
  - Approximate dates are ok
  - Save

Editing & Working on Individual Family Members

- Click **Trees → My Trees**
- Select your Family Tree
- Click on required person
- Select from
  - **Profile**   Full details to work on
  - **Search**   All potential results returned for this person
  - **Hints**   Suggested matches generated by Ancestry
  - **…**   Other miscellaneous actions as per the list

Adding Photos, Documents and Stories

- Click **Trees → My Trees**
- Select your Family Tree
- Right click on the relevant, existing person in your Tree
- Select **Add Media**
- Upload the documents you wish to add (making sure it is a supported file type and size)
- Click **Done**

Notes: It is easier to upload files and photos if they are in individual folders for each person

Using Ancestry to Search for Records

- Log in
- Click **Search**
- Choose **All Records** or a specific category
- Enter as much information as you can
- Try name and spelling variations
- Choose a suggested record from the search results
- Sense check it, if correct choose either:
  - **SAVE**: can be saved to an existing person or to a new person
  - **SAVE TO MY SHOEBOX**: allows you to come back to result at a later date

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4. Sharing Your Family Tree

By Sonia Godart-Brown

How to Share Your Family Tree

- Click **Trees → My Trees**
- Select your Family Tree
- Click **Tree Settings**:
- **Privacy:**
    - Choose either Public or Private, details of each are given when selecting
- **Invitations:**
    - Choose the permission level you want to use: Viewer, Contributor, Editor, details of each are given when selecting
    - Choose how you invite people to access your Tree
    - Control privacy settings to the data of living people in your Tree

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5. Using Ancestry Hints

By Sonia Godart-Brown

Using Ancestry Hints

- Look for green leaf icons against people in your tree
- Review the suggested records
- Carefully review before saving as Hints are just that!
- Once reviewed, choose to ignore or accept in to your tree

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6. Importing GEDCOM files

By Sonia Godart-Brown

Importing a GEDCOM file

- Click **Trees → Create & Manage Trees**
- Select **Create a New Tree**
- Choose **Upload a GEDCOM file**
- Select your GEDCOM (.ged) file
- Once uploaded, save the Tree
- Notes:
  - Make sure the GEDCOM file is saved on your PC or on a portable drive and you have a backup
  - Ensure that any media or photo records are available as they may not transfer, and that you have a backup

Review the Imported Tree

- Review people, relationships and dates
- Correct errors, missing information or duplicated information
- Upload any documents and photos
- Once completed, save the Tree

Notes: It is easier to upload files and photos if they are in individual folders for each person