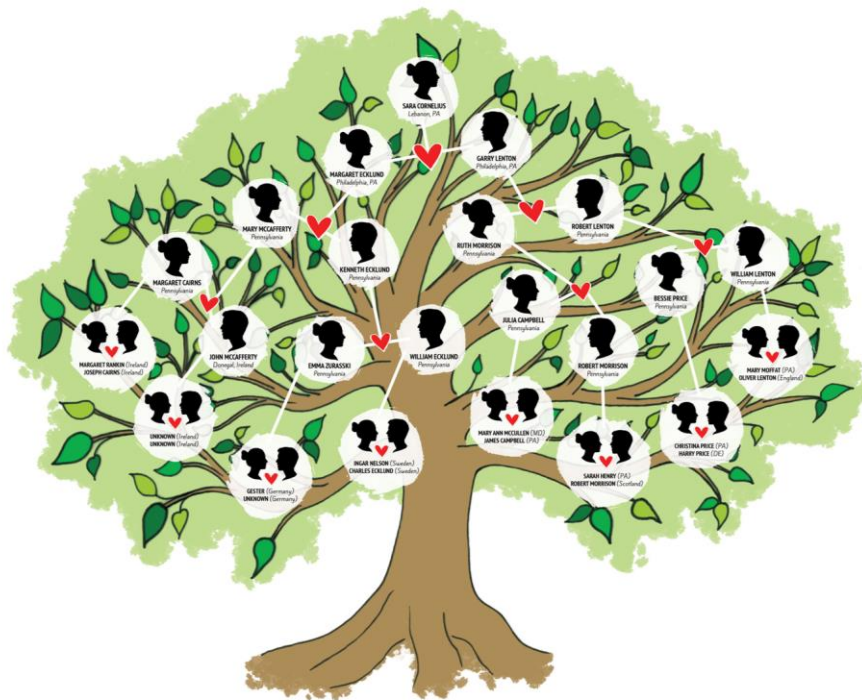




digitization station

CREATING A FAMILY TREE



CREATING YOUR FAMILY TREE

With Ancestry.ca

Ancestry.ca is normally a subscription service, but it offers a **free online Family Tree maker**, where you can create your tree and enhance it with photos, documents, and other information. You will need to create a free account with Ancestry.ca in order to use this service.



PART I: GETTING STARTED

1. Start Your Tree

Click on the **Family Tree Maker Ancestry.ca** shortcut on the Desktop (in the "Photos & Slides" section), or visit <http://trees.ancestry.ca>. Note, you'll use this website only to create your tree for the first time – when you want to go back and work on it later, log in at www.ancestry.ca (see part V of this tutorial for help).

When the website opens, start by entering your **First Name, Last Name**, and **Age** into the boxes, and then selecting your **Gender**. Select either your father or mother as the first entry in your tree, and then click **Start Your Tree**.

Enter a few facts and we'll help you discover a lot more.

Your Name ✓
Katherine Last

Age ✓ 34 Gender
Male Female

Choose who to search for:
 Your father Your mother

START YOUR TREE

Next, you'll enter some more details about the parent you chose. Fill in as many details as you can, and then click **Search For Records**.

Father's Information

Your father's name
First name Last

Birth year ✓ 1951 A guess His birthplace
City, Province or Country Living
(Or where he grew up)

His father His mother
First name Last name First name Maiden name

Bonus: Improve your search with more information about your:
Grandfather's choose...

Search for records

2. Create Your Account

Ancestry.ca will now prompt you to **register for an account**. Enter your email address, and check the box next to the Terms and Conditions. Then click **Save & View**.

Ancestry will then create an account for you, and save your family tree.

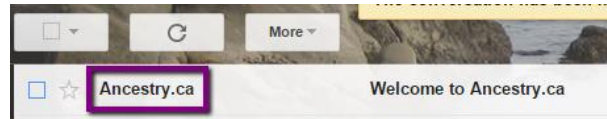
Register to see your search results

Email address ✓
myaddress@email.com
A username and password will be emailed to you. We value your privacy.

I have read and agree to the Terms and Conditions of Ancestry Information Operations Company and understand that my information will be used in accordance with the Ancestry Information Operations Company Privacy Statement, including that I will receive emails about the service and special offers from Ancestry.

Save & view No thanks

To open your new tree, **go to your email account**, and look for the **message from Ancestry.ca**.



Note the login information that Ancestry has created for your account. It will give you a temporary password that you can use to log into your new account and work on your tree from anywhere.

Thanks for registering.

We're excited to welcome you to Ancestry.ca, the world's largest online family history resource.

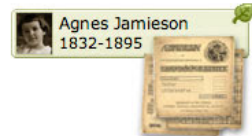
Login: [redacted]@gmail.com
Password: [redacted]

You can [log in](#) to your account settings any time to change your password.

Scroll down to the bottom of the email and look for the **Continue Your Tree** link. Click this, and you'll be taken to your **new tree** on **Ancestry.ca**.

Your family tree can tell you even more.

Have a few minutes? Enter a few simple facts about your family members (names, birth dates, etc.) into your online family tree. Even a guess can help. Once you're done, we'll automatically search for historical photos and personal stories in our database that connect to your tree info, and when we find a match you'll see a leaf beside the individual's name.

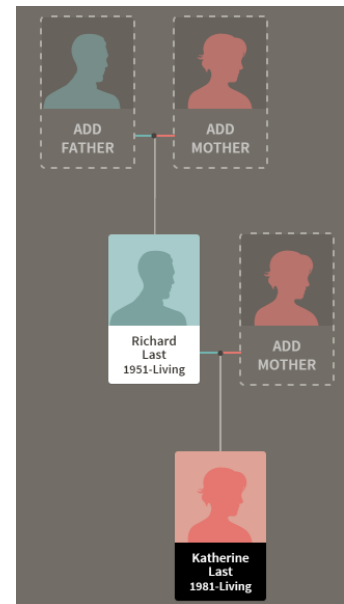


[Start your tree](#)

[Continue your tree](#)

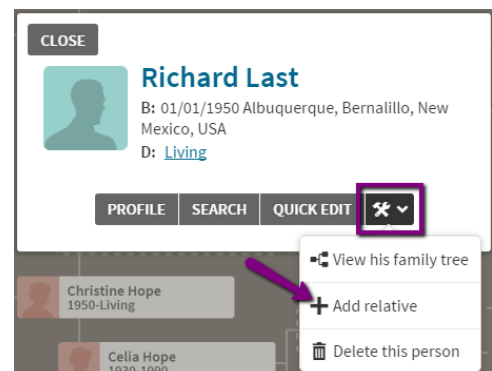
PART I: BUILD YOUR TREE

Start to build your tree by clicking the empty **"Add Father"** and **"Add Mother"** boxes and entering as much information as you can.



To add additional relatives to the mother and father entries – e.g. **children** – click that person's **name**, and then use the **tool icon** to see the drop-down options.

Click **Add Relative**. For your parents, you will have the option of adding a **Father** and **Mother** (if you haven't already) or a **Spouse**, or **Child**.



Add as much information as you can to each person you enter into your tree.

Clicking the "**Deceased**" Status will bring up the fields for **Death Date**.

If there are potential relatives already on your tree for the person you're adding, Ancestry will attempt to connect them for you. You can uncheck the box if it's not correct.

Add a Father for Richard Last

SELECT SOMEONE IN YOUR TREE

+ ADD NEW PERSON

Add new person

First and Middle Name ✓ William Last Name ✓ Last Suffix

Gender ✓ Male Female Unknown Status ✓ Deceased Living

Birth Date ✓ 01 JAN 1930 Birthplace Albuquerque, Bernalillo, New Mexico, USA

Death Date ✓ 31 DEC 1990 Death Place Albuquerque, Bernalillo, New Mexico, USA

Include these individuals as children of this person

Heather Last

SAVE CANCEL

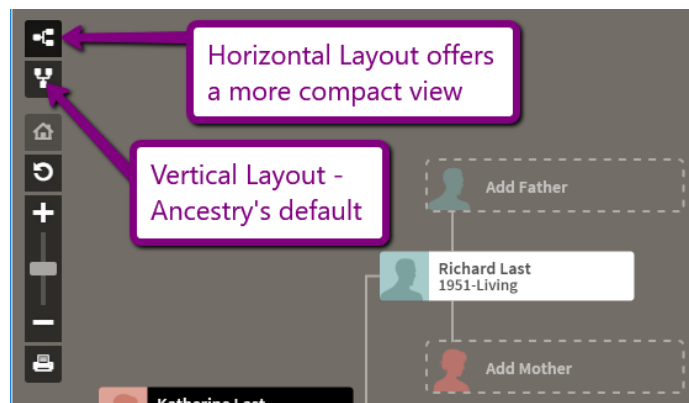
Ancestry will try to connect to other people on your tree where appropriate

PART II: NAVIGATING YOUR TREE

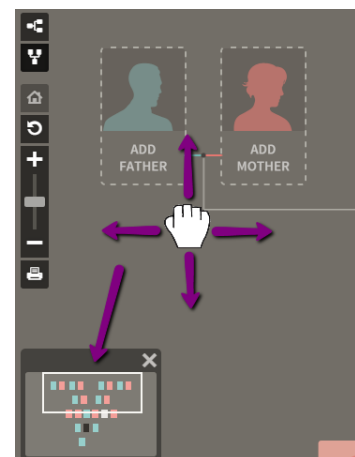
Using the Navigation Tools

The navigation tools on the left side of the screen are very useful for changing your views and moving around in your family tree.

The two icons at the top are for changing your **view style**. Ancestry defaults to the **vertical layout**, which provides more detail than the horizontal layout. But if you prefer a more compact view, try the **horizontal** layout option at the top left.



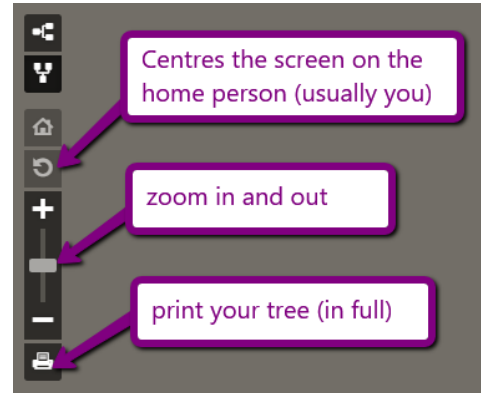
While the vertical layout shows more detail, it does take up more room. You can move around on your page by using the mouse to **click and drag**. The box at the bottom left below the navigation options will show you your current position in a map of your family tree.



Other useful navigation tools include:

- Centering your screen
- Zooming In and Out
- Printing Your Tree*

* If you are in the library, we recommend using the **Save as PDF** option in the print screen, so you can transfer the PDF to your storage device and print from home. Keep in mind you can work on your Tree from home too (see **Part V** of this tutorial), so you don't need to finish your whole tree at the library all in one day.



PART III: ADDING DETAILS TO THE PEOPLE IN YOUR TREE

About Profiles

Each person you add to your Family Tree has a **Profile** where all the information about that person is stored. Some of the information is **generated automatically** by other data that you add to your tree, like births of siblings and children, and deaths of immediate family members. However, **you can add other details to the profiles yourself**, including a profile picture, a photographs, documents, facts, and timeline events.

To view and add to a relative's profile, **click that person's name** in your tree, and when the options box appears, click **Profile**.



Profile Page Layout

The homepage of the profile is the **Lifestory** tab, where all of a person's life events are listed chronologically.



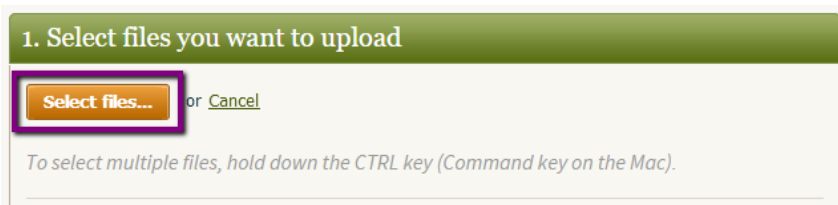
- **Facts:** edit and add facts about the person, and timeline events to their profile
- **Gallery:** view and add photos or documents related to the person
- **Hints:** any historical records or documents related to the person that Ancestry.ca has found (not available in free account)

Adding to the Gallery & Selecting a Profile Picture

In the **Gallery** section, you can add photos and documents related to that person. To add a profile picture for your relative, it will first need to be added to the Gallery.

Click the **Gallery** section to begin, and then choose **Upload Photos**.

Next, click **Select Files**. You can upload multiple files at once if you wish.



Any documents/photos you want to add to the Gallery need to be saved on the computer or on your storage device. Locate them, and then click "**Open**".

Once you've done that, you'll see the **Add details to your media** screen. You'll have to add a **Title** to every document or photo you upload, but the other details are optional:

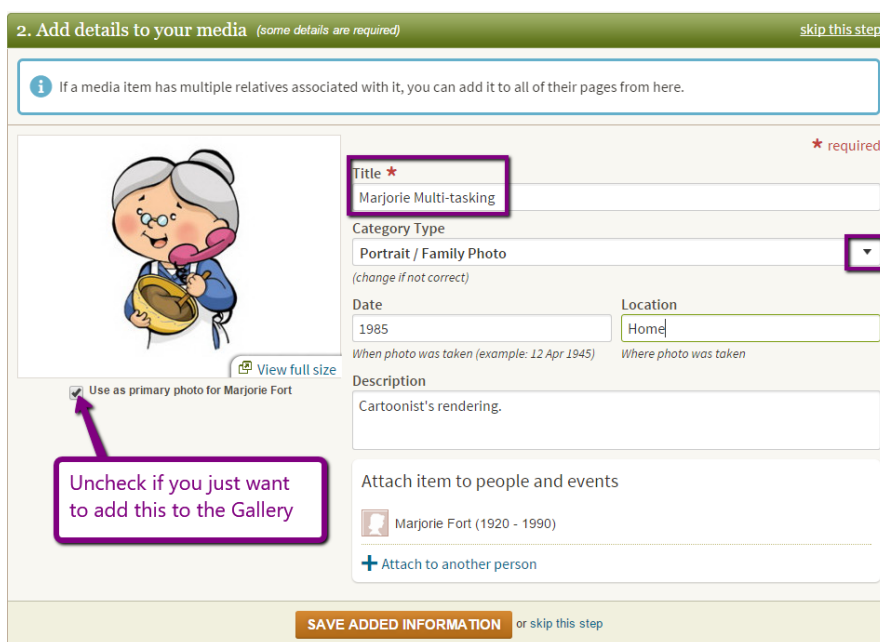
- **Category Type:**

what is this? A photo of the person, or of a building, place or object important to the person? A document or certificate?

- **Date & Location:**

where did the photo or document come from?

- **Description:** give the document or photo some context.



- **Attach item to people and events:** use this if the document/photo applies to another relative person in your tree.

If you want to make this picture the relative's **Profile Photo**, leave the box under the photo checked. When you're done, click **Save Added Information**.

Once you've done this, you'll be taken back to the **Gallery**, where you'll see the documents/photos you just added. You can Upload additional media at any time.

If you made the photo the person's **Profile Picture**, you'll now see it at the top of the screen next to their **Basic Info**.



Changing A Profile Picture

You can change a profile picture, or re-size the current one by **clicking on the profile picture** and choosing from the options in the drop-down.

Choose Profile Image: Select a new image from the existing **Gallery** by clicking on it once.

Select a profile image for Marjorie Fort.



Resize a Profile Image: images need to be a certain size and shape, so you may need to **move the green dots** on the image to expand or contract the part of the image in full colour – that will be the profile picture. When you're done re-sizing, click the **green "Done"** button at the top right of the screen.

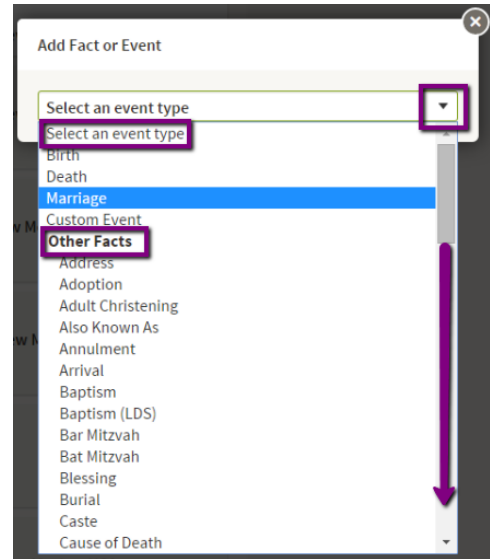


Adding Facts & Events

To add facts and events to the person's **Lifestory**, click on the **Facts** column of the profile, and click the **+ Add** button just underneath.

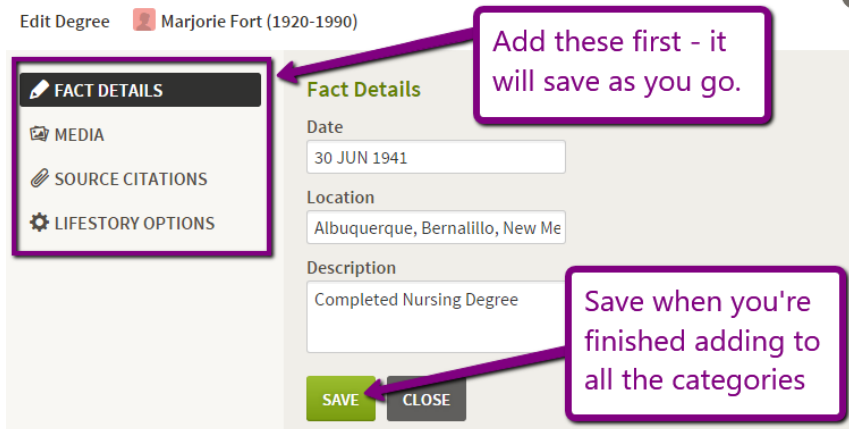


Next you'll get the **Add Fact or Event** drop-down; there is a large number of event and fact types you can add in Ancestry.ca, and you can even create your own custom events.

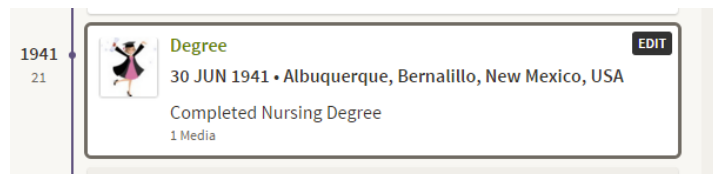


The **major events** – births, deaths, and marriages (as well as the 'custom event' option) – are up at the top. All **other fact** types are in the list below. **Select one event or fact type.**

Next, you'll be able to **fill in the details** of that fact or event, and even add media and source citations to this fact/event. Fill in as much information as you can!



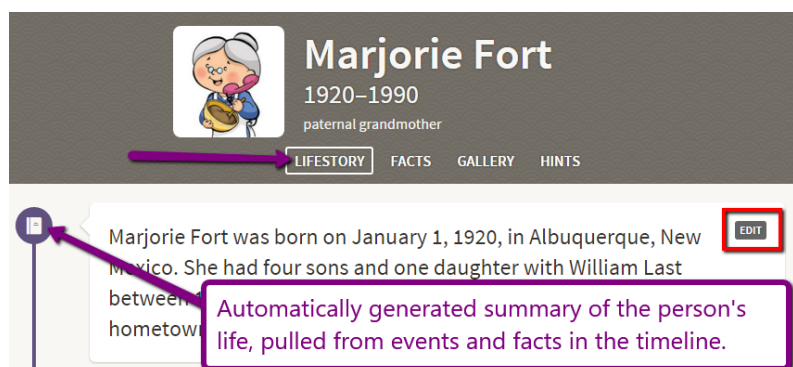
At any time you can **edit or add** to an event/fact in the **timeline** by mousing over it, and clicking **Edit**.



Viewing the Lifestory

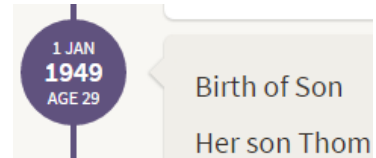
The Lifestory is an automatically generated timeline of the person's life and all its major **events** and **facts**.

The Lifestory will always start with a **Summary**, pulled from the data you've entered:



Even though the story is automatically generated, you can **edit it and add any other information you'd like about the person** – on this or any entry in the storyline – by clicking the **Edit** button at the top right of each Storyline Entry.

Next, the timeline will feature a number of items, both added by you – like Photos, Documents, Facts and Events – and items automatically generated by the system, for example, maps of important places in the person's life. Each entry on the timeline has the date (if you provided it) and the age of the person at the time:

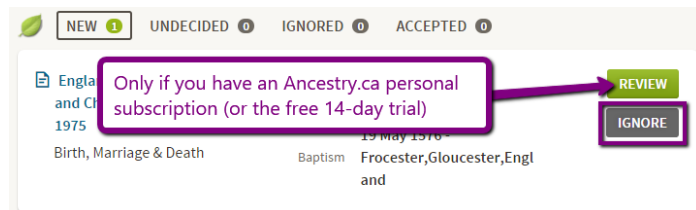


The Ancestry.ca Green Leaf & Hints

Occasionally a **green leaf** will appear above a person in your Tree, or in an item in a person's **Lifestory**. These are **hints** that appear when Ancestry.ca thinks it has matched some part of your relative's information to an entry in its genealogical database, which could have information that could enhance your tree. However, **this feature is only available if you have a paid-for subscription with Ancestry.ca.**



If you do have an account, you can click "**Review**" to see the information Ancestry has found.



If you don't, you can **click on the leaf** and just choose "**Ignore**" so that the leaf disappears.

Then click **(Your) Family Tree** at the top left to return to your tree.

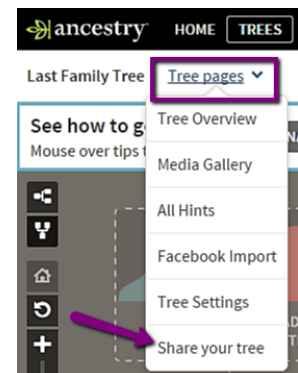


PART IV: SHARING, PRINTING, ETC

Sharing

To share your tree, click **Tree Pages** near the top left of the screen, and chose **Share Your Tree** from the drop-down.

You can share your tree with friends and family via **Email**, or, if you they are Ancestry.ca members, you can share your tree with them via their Ancestry.ca Username.



Enter their **Email** address (or **Username** if they have an Ancestry account already!) and then choose what **Role** you want them to have in your tree:

- **Guest:** View Only
- **Contributor:** View, Comment, Add Events and Facts, Add Photos
- **Editor:** All of the above, and they can add people to the tree.

You can add additional people to your invitation by clicking **Add Another Email**. Include a personal message if you want – this is usually a good idea so that the person you’re sending it to knows that the message isn’t spam! When you’re done, click **Send Invites**.

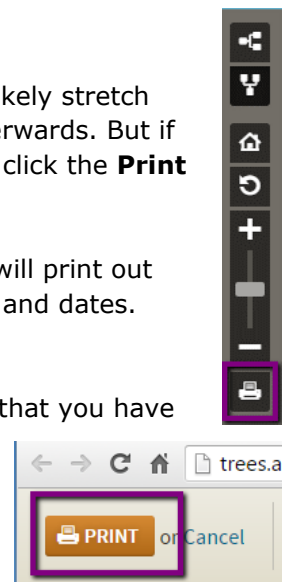
That person will receive an invitation in their inbox, and a link to your tree. If you’ve added them as contributors or editors they’ll have to create a free account with Ancestry.ca before they can start contributing to the tree.

Printing

Printing can be difficult, especially as your tree grows; any print- outs will likely stretch onto multiple pages that will need to be lined up and attached together afterwards. But if you want to print, you can do so at any time from the tree homepage. Just click the **Print** icon in the **Navigation Tools** on the left side of the page:

You don’t have any options to customize what prints and what doesn’t – it will print out exactly what you see on the screen, which is basically the names, pictures, and dates. Click the **Print** button at the top left of the screen to continue.

Depending on the size and shape of your tree, and the **paper size** options that you have in your printer, you may want to change the **layout and paper-size** print options (for example, to **Landscape** orientation, or to **Legal-size** paper). When you’re ready, press **Print**.



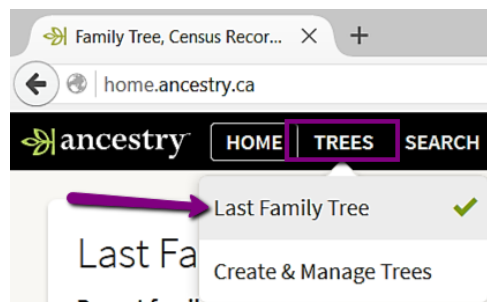
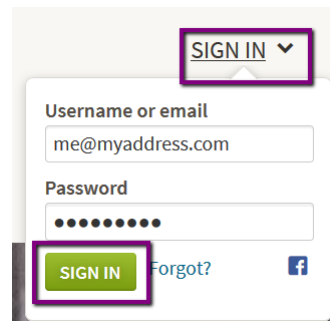
If you’re working from the Digitization Station at the library, we recommend using the Save as PDF feature, or simply waiting to print from home (see **Part V** of this tutorial).

PART V: ACCESSING YOUR TREE FROM HOME

You don't need to save your Tree – Ancestry.ca will save it for you as you work. When you want to start working on it again – from home or in the library – just go to www.ancestry.ca

Click **SIGN IN** at the top left of the screen and enter your **email address** and the **password** you created in Part I of this tutorial. If you can't remember, check the email that Ancestry sent to you when you first set up the account – you may still be using the automatically generated password.

Once you've signed click the **Trees** link near the top left, and **select your tree from the drop-down**.



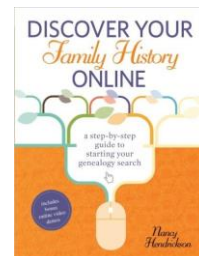
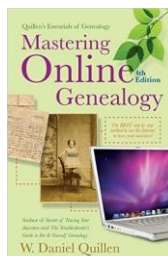
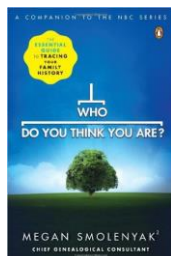
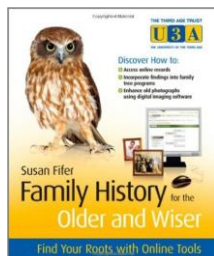
PART VI: GENEALOGY RESOURCES

Ancestry.ca Research at NVCL

North Vancouver City Library has a subscription to Ancestry.ca that allows you to research your family history, through scores of online records, including birth certificates, shipping records, marriage certificates, and more. NVCL's subscription is accessible in the library only.

Additionally, while your login when you're working at the library won't connect to your personal Ancestry account and your new Family Tree, you can use the library's subscription to do research on your ancestry and find new relatives and other historical documents to enhance and expand your Family Tree.

Books at North Vancouver City Library:



See More Books and Websites at:

www.nvcl.ca/research/subject-guides/genealogy