

## How To Use New FamilySearch Correctly

You can print this 74-page manual from [www.usingfamilysearch.com](http://www.usingfamilysearch.com) .

*Step 1. Register on New FamilySearch.*

*Step 2. Connect yourself with your family tree.*

*Step 3. Start the online training. Also, learn where to find Help.*

*Step 4. Map out a plan for working with your family tree.*

**Do Steps 5, 6, 7 and 8 for a person before moving on to another person.**

*Step 5. Combine all the records for the person.*

*Step 6. Separate out any records from the person's Combined Record which don't pertain to him.*

*Step 7. Clean the person's Summary screen.*

*Step 8. Declare yourself the Legacy Contributor of previously-submitted records, where appropriate.*

**Do Steps 9 and 10 for a nuclear family before moving on to another nuclear family.**

*Step 9. Search for family members missing in New FamilySearch.*

*Step 10. Reserve family members for temple ordinances.*

**Complete Steps 5 - 10 for the portion of your New FamilySearch family tree which you plan to clean up. Then do Steps 11 - 16 as global activities for that same portion of the family tree.**

*Step 11. Correct erroneous data you submitted in past years.*

*Step 12. Make the necessary preparations for Synchronizing your PAF file with your New FamilySearch family tree.*

*Step 13. Synchronize your PAF file with New FamilySearch.*

Synchronization copies data from PAF to New FamilySearch and from New FamilySearch to PAF.

*Step 14. Reserve names you added during Synchronization.*

*Step 15. Make additional adjustments to the Summary screens, as a result of the data you copied from your PAF file to New FamilySearch during Synchronization.*

*Step 16. Send emails to Contributors whose data is incorrect. Dispute incorrect information if the Contributor lacks an email address.*

***Step 4. Map out a plan for working with your family tree:***

To keep track of which families you have worked on, print off your PAF pedigree chart and check off each nuclear family as you complete it.

When working on a family, work on the father first, then the mother, then each child in order.

Clean the portion of your New FamilySearch family tree that corresponds with your PAF file. It is generally best not to try to clean records outside the bounds of your personal research.

Copying data from PAF to New FamilySearch:

Don't upload (copy) data on living persons.

Don't upload confidential data on deceased persons.

Don't upload records of decedents born in the past 95 years if their closest living relative does not want temple ordinances performed.

Don't upload GEDCOM's. Synchronization is better and in the end is faster.

Copying data from New FamilySearch to PAF:

Download info on nuclear families already in your PAF file.

Don't download info beyond the bounds of your personal research. For example, if your personal research ended in 1800, don't download lineages back to 1600.