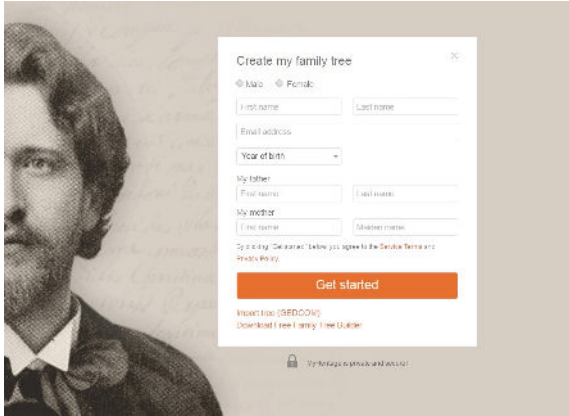


# Genealogy for Beginners: Start Your Online Family Tree

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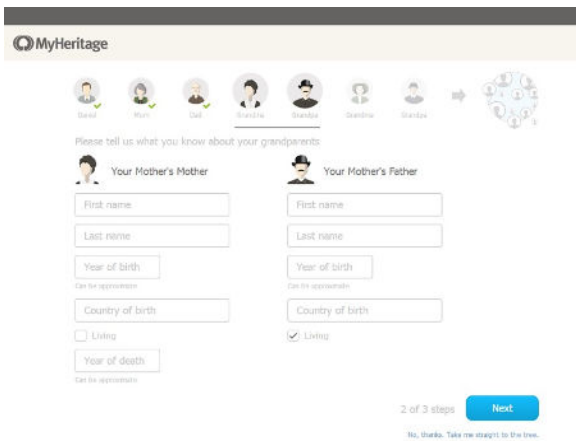


## Start building your family tree

1. Open your browser and go to [www.myheritage.com](http://www.myheritage.com), fill in your basic details (given name, surname, email, year of birth, name of the parents), accept the terms and conditions and click *Get Started*.

If you have a GEDCOM file from other software or website you can choose to upload it now and use it to start building your tree faster, based on this previous file.

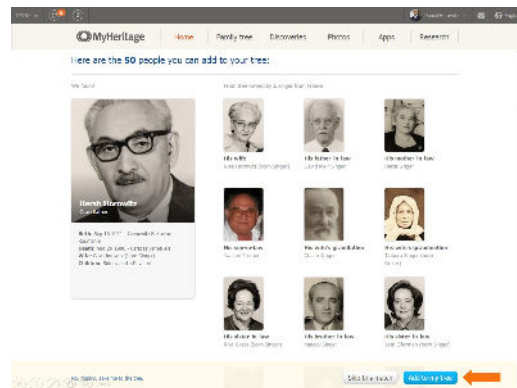
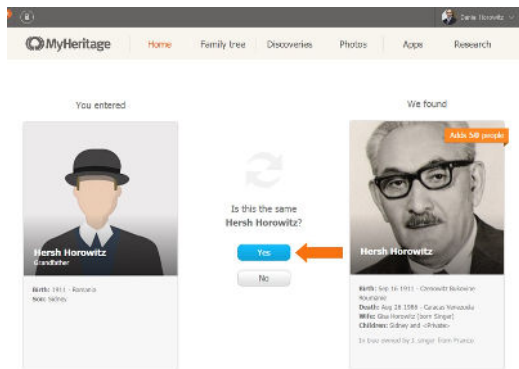
If you already have an account, simply click *LOG IN* to enter your email and password. If you don't remember your password use the *Forgot your password?* Link and follow the instructions.



2. Fill in the details of grandparents (mother's parents). Always try to fill as many details as possible but if something is unknown leave it empty. If one of the grandparents is no longer alive uncheck the mark "✓" at the option "Living" and write the death information if known or leave it blank. Click *Next* when ready.

3. Click on *Next* and fill the information for you grandparents from the father's side. Click *Next*.

4. If MyHeritage finds a match, confirm it and agree to copy the information of the people suggested into your tree.

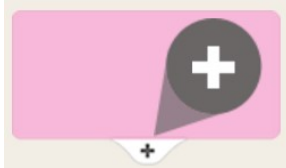


## Continue growing your family tree

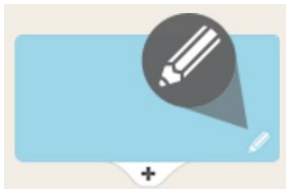


### Add people to your family tree

1. - Add people by clicking the Add cards for family members who are still missing in the family tree.

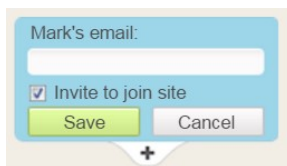


2. - Add people to your tree by clicking the + button below a family member.



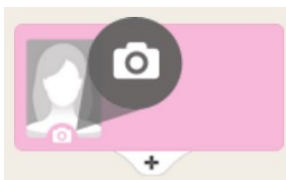
### Edit personal details

Click the Pencil icon on a family member to edit details about this person.



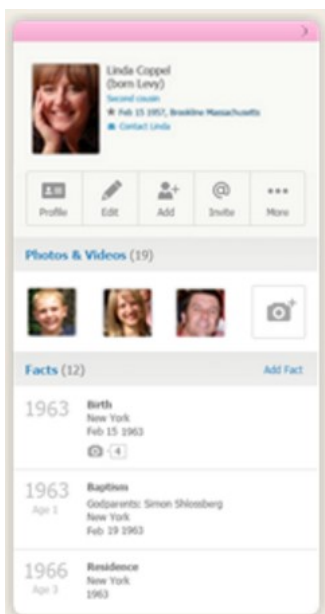
### Invite your family to join and contribute

Add email addresses and invite family members to help you complete the family tree.



### Add photos of family members

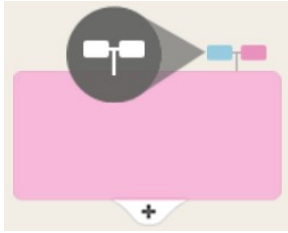
Improve the family tree by adding photos. Click the Camera icon to add photos to family members in the tree.



### View more personal information

Click family members' cards to show more information in a panel on the left side of the screen. See how they are related to you, add photos or events and more. Click the view full profile button to view and edit the full personal profile of this person.

When the panel is closed, the first click on a card in the tree will center it, and the second click will open the panel again.



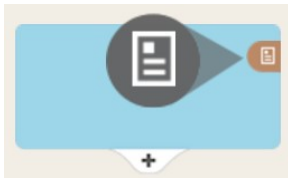
### Open branches of the family tree

Click the “More relatives” icon above a family member to view his or her additional relatives.



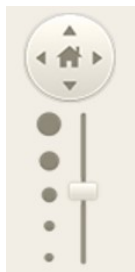
### Link to other families with Smart Matches™

When you see this icon on a family member, it means we have a match in another family tree! Click on it to see what we've found.



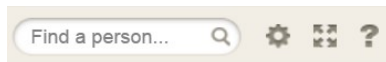
### Discover your family history with Record Matches

This icon means we found matching historical records for a person in the tree. Click on it to find discoveries about your family history!



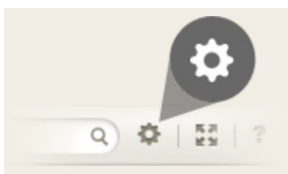
### Zoom and move to find you way

Zoom in and out by dragging the slider up and down or scroll with your mouse wheel. Click the arrows to move the family tree left, right, up, or down. Click and drag the family tree directly to move it with your mouse. Click the home icon between the arrows to go back to the central person.



### Find a person in the family tree

Click the Find person box and start typing a person's name. Select the person you want to view from the list of suggestions that appear.



### Customize your family tree

Click the Options button to change display preferences for your tree.



### Quickly find your place in the family tree

Click the Radar on the bottom left to expand it and see where you are in the tree. Note that if the left panel is open, you will have to close it to see the Radar.



Click the part of the tree you want to view to move there directly.

### Need more help?

Visit our Help Center by clicking the question mark sign.

For each individual always try to get as much information as possible:

- Names: Given name, aka, alias, surnames, religious names they are all valid entries. Try to avoid relationships (the son of X) or fake information (unknown or private)
- Dates: Always use complete dates (day/month/year) The format is not important as each piece will have its place in the website.
- Place: Try to write it as complete as you can, starting from the detail to the general separating every piece of info with a coma (street, city, county, state, country)
- Living or Deceased: Even if you don't know anything about this, it's very important for privatization issue to mark if the person is deceased or not.
- Cause of death: This will not only help you record facts, but will also be useful in the future to follow family congenital diseases.
- Burial place: Following the general suggestion for places, think that someone that have never being in the cemetery would like to find the burial in no time.

Upload photos every time you can, its much nicer and easy to recognize the person when you see the face

## **Sources and Citations**

Citations are a bibliography tool used to document how they obtained information about the individual.

A citation connects between an individual, and a source, that can be an interview, a book, a document, a website or another source of info. Adding citations is recommended to increase the quality of your family tree.

The repository should be part of the citation, and this should help other people -and sometimes yourself- to get back to exact place where you found the information.