

PERSONAL MEMBER TREES

How to create a Personal Member Tree

Creating a personal member tree is an easy process on Ancestry.com. There are 2 ways :

1. create a new tree by entering names, or
2. you may upload an existing file to your new tree.

Creating a personal member tree

From the **Home** page, mouse over **Family Trees** in the navigation bar and select **Start a new tree**

Enter the name with which you would like to start. If this is your own name, click the option **I am starting with myself**. Enter as many details as you know, then click **Next**

Enter the father's name of the first individual that you entered. Enter as many details as you know, then click **Next**

Enter the mother's name of the first individual that you entered. Enter as many details as you know, then click **Next**

Finally, enter a name for your **family** tree in the **Tree Name** field

If you would like to allow other Ancestry.com members to view your tree, place a check next to **Allow others to see my tree...**

Note: Not choosing this option does not completely hide information in your tree. Others can still learn if a specific deceased individual is in your tree, in addition to the birth year and birthplace of the person and your username, and they can still contact you anonymously through Ancestry.com's Connection Service to request more information. However, they will not see any personal information about you.

Invite other to view your tree, or click **skip for now** to continue

Your tree will now be visible on the **Home** page. You can create additional **trees** by following these same steps.

Creating a New Tree by uploading a file

You can also create a tree on Ancestry.com by uploading a file you have from your genealogy software. Files you can currently upload:

Family Tree Maker - .ftw
Family Tree Maker backup file - .fbk
Personal Ancestral File - .paf
Family DataBase - .fdb
Legacy 3.0 - .leg
GEDCOM - .ged
Zipped GEDCOM & images - .gedz

To upload a file of these types, follow the instructions listed below.

Tree files uploaded to Ancestry.com have a maximum file size of **75MB**

From the **Home** page, mouse over **Family trees** in the navigation bar and select **Upload a GEDCOM file** link

When the **Upload a Family Tree** page appears, click the **Browse** button next to **Choose file**

Locate the GEDCOM file that is saved on your computer, then click **Open**

List information about your tree in the following fields:

Tree Name - This is the name other members see your tree listed as. This is a **required** field
Allow others to see my tree as a public member tree - Checking this box allows all members of Ancestry.com to find your tree in a search and save information from it. If you would like your tree to be private, do not check this box.

Note: Not choosing this option does not completely hide information in your tree. Others can still learn if a specific deceased individual is in your tree, in addition to the birth year and birthplace of the person and your username, and they can still contact you anonymously through Ancestry.com's Connection Service to request more information. However, they will not see any personal information about you.

What does this mean?

Close

- By allowing others to see your tree in the Public Member Trees section of the Ancestry.com sites, you help them discover missing links in their own family trees.
- By default, other members can contact you anonymously about your tree (without seeing your email address). You can later change this setting in the My Account area of the site.
- OneWorldTree essentially merges information from various family trees into one big family tree that can save you a lot of time with your research. By comparing all of the information from many family trees at once, rather than reviewing them one-by-one, you can determine which information is most reliable.
- When you allow others to view your family tree information, you open the door to finding other members of Ancestry.com sites who have dates, names and other information missing from your tree. We'll also let you know when we find members conducting similar research, so you can compare notes, ask questions and get answers.
- Information about living individuals will never be shown to others without your explicit permission. Additionally, you can choose to remove your tree information from the Public Member Trees section at any time. And remember, just because other members can see your tree information, they still can't make any edits to it. Only you can do that.

What if I don't make my tree public?

Close

- When you choose not to share your tree, you potentially miss out on opportunities to collaborate with other members and grow your tree.
- Even if you don't share your tree, other members can still learn if a specific deceased individual is in your tree, in addition to the birth year and birthplace of the person and your username (but no personal information about you).
- They can then contact you anonymously through the Connection Service on Ancestry.com sites to request more information. Keep in mind that members who want to learn from your tree may also have helpful information about your tree to offer you in exchange.

Description - This allows you to list more information about your tree to help others understand what your tree is about. This field is **optional**

Check the box next to **I accept the Submission Agreement**

Click **Upload**

Your **family** tree will now be visible on the Home page.

Viewing the profile for specific individuals

You can also view just the information for a specific individual, or the profile for that person. To do this, mouse over the name of the individual in the Pedigree view, and select **View Profile**.



Editing individuals in your tree

Details of individuals in your tree can be edited and updated quickly and easily.

Adjusting vital information

From the profile page of this individual, click the **Edit this person** button, below the person's name, birth & death information. The **Edit Person** page will load
To edit vital information, add or change the information in the given fields and click **Save Changes**

Adding facts

To add a new fact or event to an individual:

From the profile page of this individual, click the **Add a fact** button in the Timeline
From the page that loads, please click the **Select a fact or event to add** drop down menu, and select **fact or event** you wish to add
Enter the information for this fact, and click the Submit button
Confirm the fact is now listed in this person's Timeline

Editing facts or events

To edit a fact or event for an individual:

From the profile page of this individual, click the **title of the fact** you want to edit from the Timeline.
The overview page for this fact or event will load
On the left side of the fact overview page is a section labeled **Fact Title Information**. Add or change the information in the given fields and click **Save Changes**

Deleting facts or events

To remove a fact or event from an individual:

From the profile page of this individual, click the **title of the fact** you want to remove from the Timeline. The overview page for this fact or event will load
On the left side of the fact overview page is a section labeled **Fact Title Information**. In the bottom left of this section, you will see a trash can and Remove link. Click this link
Click **OK** in the fact removal confirmation window
Confirm the fact is no longer listed in this person's Timeline

Printing your Personal Member Tree

Note: Only pages with a printer friendly option are supported for printing. Ancestry.com cannot guarantee how other pages will print.

Pedigree Chart

Bring up the **Pedigree view** for the individual you want to print a Pedigree chart for
By default, the Pedigree view should come up first when selecting a tree. You can also access the Pedigree view by selecting **View Family Tree** from most pages

Click the light green **Print** button in the upper right side of the Pedigree View, and select **Printer-friendly**

You can also publish a **book, poster** or Calendar through MyCanvas. For more information about this process, please [click here](#)

When your pedigree chart is displayed, click the **Print this page** button to complete the print

Only 5 generations of your tree can be printed at a time

To print this page properly from **Internet Explorer 8**, you may need to turn on Compatibility View first. For more information about enabling this, please [click here](#)

Family Chart and Report

Bring up the **Pedigree view** for the individual you want to print a **Family** Chart of Report for
By default, the Pedigree view should; come up first when selecting a tree. You can also access the Pedigree view by selecting **View Family Tree** from most pages

Click the **Family** button to change to the **Family** View

Click the light green **Print** button in the upper right side of the **Family** View, and select **Printer-friendly**

From the upper left corner of the window that opens, please **select** the **report** or **chart type** you want to print

Family Chart is the option that comes up by default. It is the same view you see in the **Family** View. You can click and drag to adjust how the chart fits on this page

Family Report is a simple report listing **family** members for the selected individual. Basic information for this individual plus their grandparents, parents, siblings, spouse, and children will be listed

After selecting the page of your choice, click the orange **Print** button to the right of the report type

Individual Profile Page

Bring up the profile page for the person you want to print the Individual report for. One way this can be done is by **mousing over** the individual on the **Pedigree View** and clicking on **View profile**

Once this page finishes loading, **mouse over** the Print or Publish link, and select **Printer-friendly**
Click the **Print this page** button in the upper right corner of the window that opens

Attaching Records to an Individual in your Personal Member Tree

Once you have found the information on Ancestry.com, to attach a record to an individual in your tree:

View the record you want to save by clicking on it from the search results

To attach the record to your ancestor, click the **Save** button at the lower portion of the screen

Select the option **Attach to "Individual Name"** and click **Continue**

1. You can also select the option for **Attach to someone else in my tree** to choose who you would like to save the information to

When the **Review and save changes to your family tree** page appears, choose how this

record will be merged into your tree by checking the boxes for the information you want to copy. The **Show advanced options** link will give you options to record the Source information and to add an Alternate Fact—this is used if the record you found has different information than what was already in your tree, and you want to record it both ways

After deciding what information you want to copy or save, click the +Add to your tree button to finish the attaching process

Uploading or attaching photos to your tree

Uploading a photo to a specific individual

Bring up the profile page for the person you want to upload this photo to. One way this can be done is by mousing over the individual on the **Pedigree View** and clicking on **View profile**

From the **Overview** tab for this individual's profile, please click **Upload photos**

We now have the screen to upload photos for this individual. To select the file(s) you want to upload, **click** one of the **Browse** buttons here. In the Choose File to Upload window that opens, please **navigate** to the file you want to upload. Having **selected** the file, please **click Open**

You can also **upload up to 100 images at once** by using the **Enhanced Photo Upload Tool**. For more information regarding this, please [click here](#)

Photos must be in **.jpg, .jpeg, .png, .gif, .tiff, or .bmp** format
Individual file size **cannot exceed 15 MB**

This location of this file should now be showing in the field to the left of the Browse button we clicked earlier. **Click the Upload selected files button** below. A screen will appear saying the file is being uploaded. Once this file finishes uploading, we will have a screen allowing you to **add other details** to this image. Please enter any other information you want associated with this image
Using the **Title** field, you can change the **name or title** this image will be **labeled** with
Category Type allows you to **organize** your photos/images into different categories. By default, this is set to **Portrait/Family Photo**

The **date** this photo was taken can be entered into the **Date** field

Location allows you to document where the photo was taken

By using the **Description** field, you can enter more information about this photo or image, such as **who** is in the picture, or a **summary** of the information in this image if it is a scanned document

You can also **attach** this image to **other individuals** by clicking the **Attach to another person** link and entering this person's name

Just below the thumbnail for this image, you will see a checkbox labelled **Use this as the primary photo for this person**. If this is checked, this image will also show as the primary photo for this person on their profile page. If you do not want to enter any more information for this image, you can also click on the skip this step link in the upper right side of this section, or to the right of the Save added information button near the bottom.

Once you have entered all the details you have for this image, complete the upload process by **clicking** the orange **Save added information** button

The media item will now show **under Photos** in the **Media Gallery** for this individual

Uploading a photo without attaching it to a specific individual

Bring up the **main Media Gallery** for your tree. This can be done by **clicking** the **Media Gallery** link from the **Pedigree View** for your tree

Select the **Photos** section of the Media Gallery, and **click** the **Add Photo** button on the far right

We now have the screen to upload photos. To select the file(s) you want to upload, **click** one of the

Browse buttons here. In the Choose File to Upload window that opens, please **navigate** to the file you want to upload. Having **selected** the file, please click **Open**.

1. You can also **upload up to 100 images at once** by using the **Enhanced Photo Upload Tool**. For more information regarding this, please [click here](#)

Photos must be in **.jpg, .jpeg, .png, .gif, .tiff, or .bmp** format
Individual file size **cannot exceed 15 MB**

This location of this file should now be showing in the field to the left of the Browse button we clicked earlier. **Click the Upload selected files button** below. A screen will appear saying the file is being uploaded

Once this file finishes uploading, we will have a screen allowing us to **add other details** to this image. Please enter any other information you want associated with this image
Using the **Title** field, you can change the **name or title** this image will be **labeled** with
Category Type allows you to **organize** your photos/images into different categories. By default, this is set to **Portrait/Family Photo**

The **date** this **photo was taken** can be entered into the **Date** field
Location allows you to document where the photo was taken

By using the **Description** field, you can enter more information about this photo or image, such as **who** is in the picture, or a **summary** of the information in this image if it is a scanned document
You can also **attach** this image to **individuals** by clicking the **Attach to another person** link and entering this person's name

If you do not want to enter any more information for this image, you can also click on the **skip this step** link in the upper right side of this section, or to the right of the Save added information button near the bottom

Once you have entered all the details you have for this image, complete the upload process by **clicking** the orange **Save added information** button

The media item will now show under Photos in the Media Gallery for this tree

How do I save an image from another member's tree?

Answer

In order to transfer an image from another member's tree into your own tree, please follow the instructions listed below.

1. **Locate the image that you would like to add to your tree.**

Note: You may need to click on the image to get into the image detail page.

2. **Under the Other trees this object is saved to section, click on Attach to a person in another tree.**



Note: You may also see an orange Add this to my tree button, this will also allow you to save the image to your tree.

[+ Add this to my tree](#)

3. The Attach to someone in your family tree dialog box will be displayed:

Attach to someone in your family tree ✕

Type the name of a person in your tree (select from a list)

Doe Family Tree (change tree) 

[Attach](#) or [Cancel](#) [+ Add this to a new person](#)

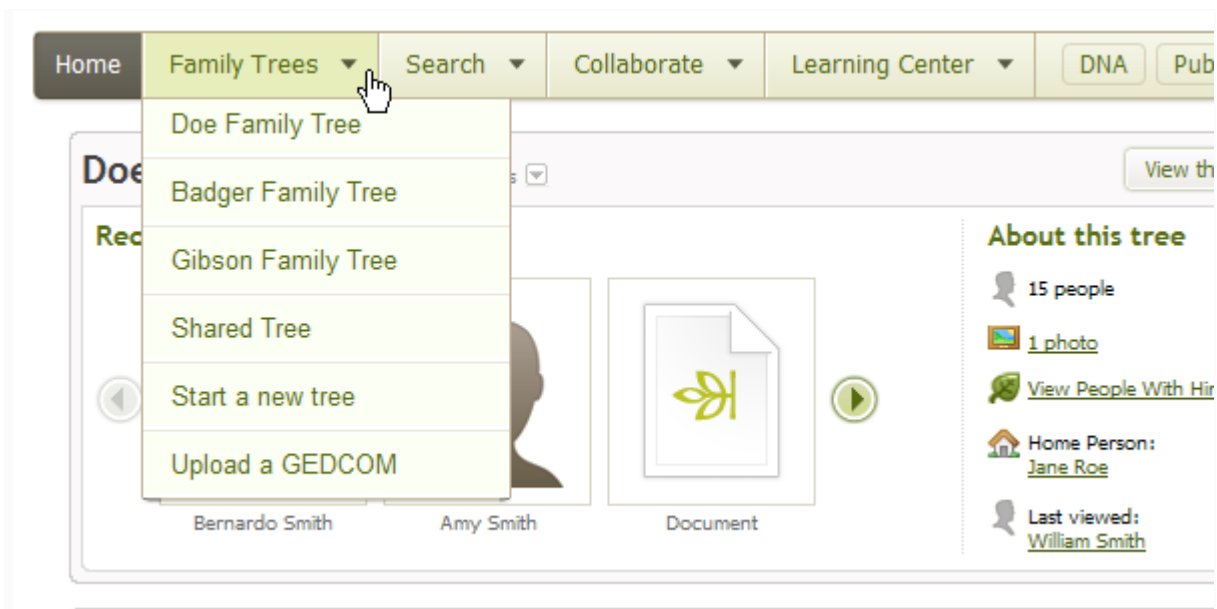
4. Select the tree that you would like to save the picture to. To change which tree your image is added to, please click the change tree button.
5. When you have selected the correct tree, type in the name of the person in the tree that you would like to attach the photo to.
6. When you have selected the person from your tree, click on the Attach button to save the photo.
7. The photo will now be attached to your tree.

Sharing your Personal Member Tree

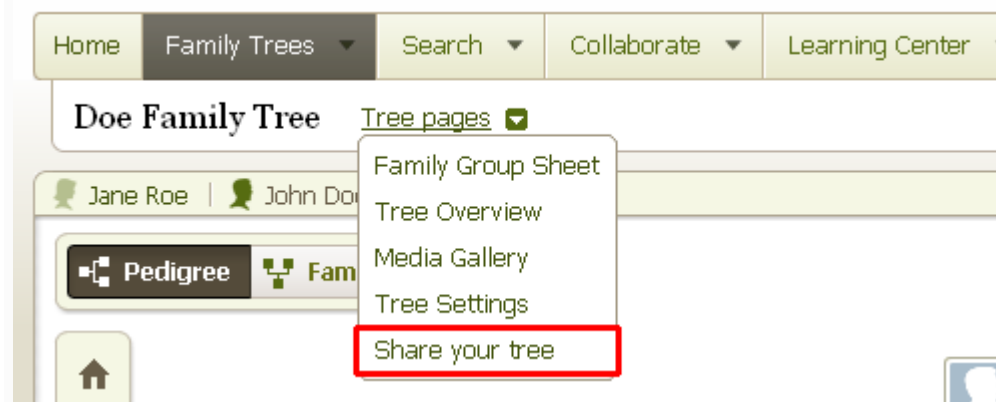
Inviting others to view my tree

To invite your friends and **family** to your Personal Member Tree, please consult the following:

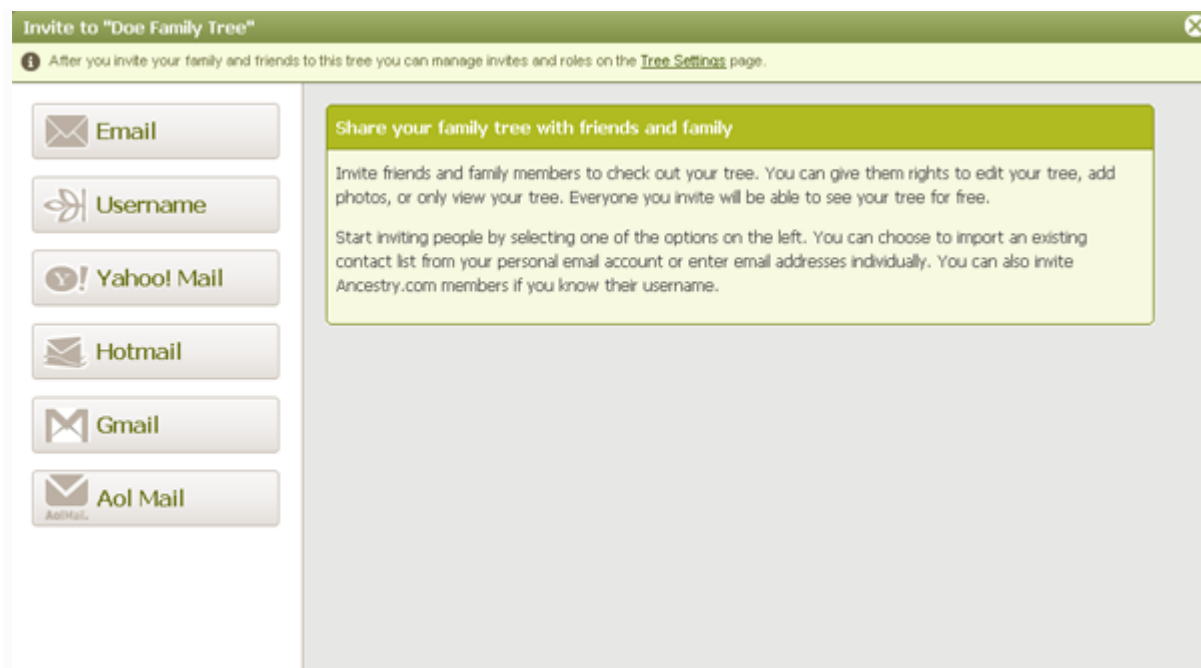
Mouse-over **Family Trees** in the navigation bar and **select the tree** you want to manage.



Mouse-over the **Tree pages** drop down and select **Share your tree**.



The Sharing options appear:



Select either **Email** or **Username** from the top left of the window.
Enter the email or username of the person that you would like to send the invitation to.

Note: If you have multiple **trees** you will also be given the option to Invite members you've invited to other **trees**.

Assign the member one of the following statuses depending on what level of access they should have:

1. **Editor:** File editing and viewing rights

Contributor: Viewing rights only; can add comments, photos and stories

Guest: Viewing rights only; can add comments

If you wish to invite more than one member at a time then use the **Add another user** or **Add another email** button.

When you are ready to send the invite click on the orange **Send Invites** button.

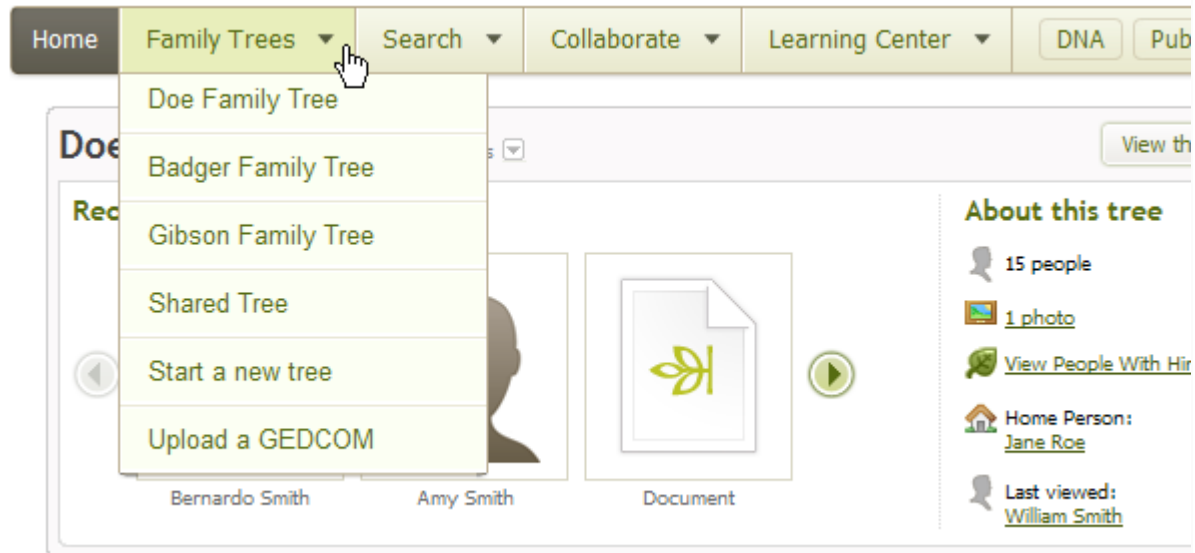
Note: Each individual should receive an email with [instructions to access the Tree](#). If they already have an Ancestry account and are logged in, the link in the invitation will take them directly to your tree. If they do not have an account already, the link will take them to a page where they can create one. They are required to have

an ancestry account so that a link to your tree can be placed into their account. Creating a username on Ancestry is free and will not mean they are paying for a subscription.

Once they have accepted your invitation, the tree will appear in their list of **Trees** in the **Family Tree** section of their account and under the **Trees Shared with Me** tab when they click on **Family Trees**.

Remove a person you've invited from viewing your tree

Mouse-over **Family Trees** in the navigation bar and **select the tree** you want to manage.



Mouse-over the **Tree pages** drop down and select **Tree Settings**.



From the green bar along the top, select the **Sharing** button.

Tree Settings

[Tree Info](#)[Privacy Settings](#)[Sharing](#)

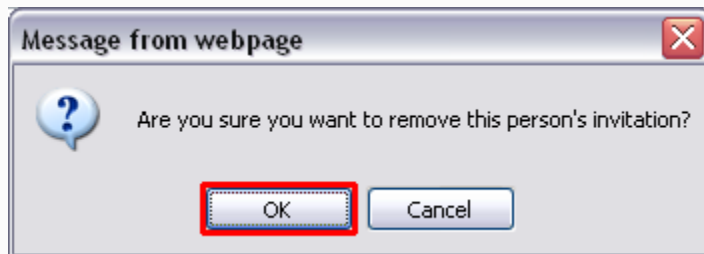
Invite others to "Doe Family Tree"

Know someone who may be able to help you build your tree? Invite family

From the same Manage Invitees page, click the **Remove** link under **Tools** on right for the person you want stop from viewing your tree.

Role <i>i</i>	Living Information <i>i</i>	Tools
<input type="checkbox"/> Editor <input type="button" value="v"/>	<input checked="" type="checkbox"/> Can see living people	<input type="button" value="Remove"/> <input checked="" type="button" value="Reinvite"/>

Confirm the removal of this person's invitation by clicking **OK**.



Viewing trees you have been invited to

You will first receive an email inviting you to view the tree. Once you accept the invitation:

Mouse over **Family Trees** in the navigation bar at the top of most pages on Ancestry.com
Select the name of the shared tree from the menu that drops down

You can now view this tree as you would any of your own **trees**.

Downloading a Personal Member Tree

Note: Trees shared with you cannot be downloaded.

To download a copy of your Personal Member Tree:

From the navigation bar, mouse over **Family Trees** and select the title of the tree you wish to download

Once the tree loads, select the **Tree Settings** link below the tree title

Click the green **Export Tree** button located on the right side of the Tree Settings page

When the GEDCOM is finished exporting, you will have a green button labeled **Download your**

GEDCOM file. Click on this button to save the file to your computer
When prompted whether to open or save the file, click **Save**
If the **File Download** window does not appear and Windows automatically loads a text file:
Press the **back** button in your browser to return to the download page
Right click on the **Download your GEDCOM file** button
Select **Save Target As...**
A "Save As" dialog box will display. Select a location for the file that you will be able to find later, such as **Desktop**. Give the file a name and click on **Save**

The file may now be used in a genealogy software application. (e.g. **Family** Tree Maker)

Note: GEDCOM files are **text-only**. This means that any pictures, charts, books, views, or similar items found in the original tree will not be included in the GEDCOM. Vital information, notes, and sources are usually retained by a file in GEDCOM format after conversion.

ANSWER

What happens to my tree when my Ancestry.com subscriptions ends?

ANSWER

Once you cancel your Ancestry.com subscription, you will be a registered guest on the website. If you have an Ancestry Member Tree when you cancel your subscription then your tree will still remain on your account. You will still have access to your tree under your Ancestry.com log in. You will be able to:

- View and edit your tree
- Invite others to view your tree
- Export your tree
- Add or remove photos, stories, audio and videos

Without access to an Ancestry.com subscription you will not be able to view records attached to your tree, but you will be able to see that there are records attached to your tree, and what record type it is. Without a subscription you will not be able to search for additional information on Ancestry.com, or have access to other member trees without an invitation from the owner of that tree.

When you choose to subscribe again, we recommend you re-subscribe using the same username, so you will have access to your tree and all the records attached to your tree.

How do I attach records linked to a person in one tree to the same person in one of my trees on Ancestry.com?

ANSWER

Member Connect is a feature on Ancestry.com that helps you discover and collaborate with other members who also happen to be researching your ancestors. It can also be used to quickly attach records from a person in another member tree to the same person in your own tree. Check out the steps listed below.

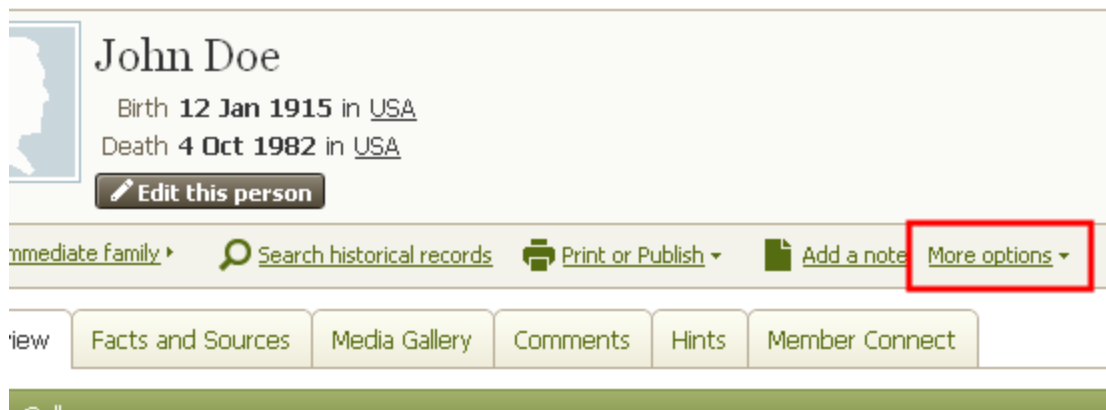
Saving records from one person to another

Individuals can be saved from one tree on Ancestry.com to another by using the steps outlined below.

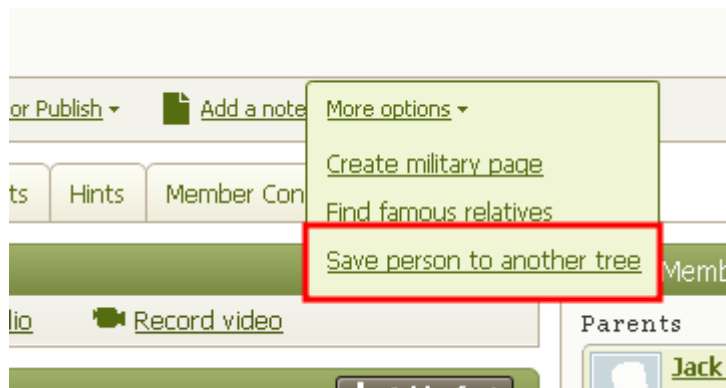
1. Bring up the profile page for the person you want to save to another tree. One way this can be done is by **mousing over** the individual on the **Pedigree View** and clicking on **View profile**



2. Mouse over **More options**. It can be found in the links below the name of this individual



3. From the list of options select **Save person to another tree**



4. In the window that appears, first select the tree you want to save this individual to. This can be done by clicking the **(change tree)** link
1. To start a new tree with this individual, you must first create a tree with at least their name listed in it. For more information on starting a new tree, please [click here](#).

Now, type the **name** of the person in this tree you want to **merge** this person with. You can also select them from a list of individuals by clicking **(select from a list)** from the top

0. You can also save this as a **new person** in this tree by clicking **Create a new person** in the bottom right of this window

You can now merge this individual with the selected tree as you would merge any other information on Ancestry.com. For more information about the merging process, please [click here](#).