

# Basic Steps For Uploading Memories to “FamilySearch”

## A. To Add Memories From Your **COMPUTER**

- Open up your [FamilySearch](#) account, then click **SIGN IN** in the upper right side of the screen
- Sign in with your **USERNAME** and **PASSWORD**
- In the top bar click **FAMILYTREE** and then click on **TREE** in the drop-down bar
- When your pedigree appears click on the **name of the person** for whom you are wanting to attach a memory

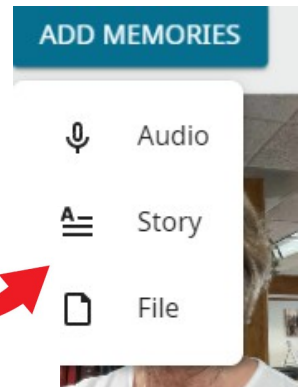
•Their **Detail page** will show to the right of the screen. Directly below the portrait photo click on




•Click on

Memories (0)

**ADD MEMORIES**

•In the drop down bar, click on one of the 3 choices, as is shown in the screen to your right, then follow the instructions shown



- x  **Audio** : Record your voice to tell a story. You can record for up to 5 minutes for each audio memory. Click the record button to record. When you finish, click Done. Then click Save
- x  **Story** :Upload up to 10 photos from Your Device or from Your Gallery. Enter a title and the story. Stories are set as Public by default. To make a story private click Private. Click Save
- x  **File** : Upload files. Click to upload from Your Device, Your Gallery, or Google Photos

# You Have 2 app Options – Memories and FamilyTree

## B. Steps for adding memories Through your MEMORIES /FAMILYTREE mobile apps



The **Memories** and **FamilyTree** apps were created to make it easy for you to preserve family memories no matter where you are and to connect these preserved memories to your tree. With these apps, recording family stories and histories is straight-forward and convenient.

## C. Steps to FamilySearch Mobile Device FAMILYTREE App



1. When you click on your Memories app. It will open to your pedigree. Tap on the person for whom you want to add a memory



2. The person's Detail Page will open. Below the person's name you will see a bar with the words :

**DETAILS SPOUSES PARENTS SOURCES MEMORIES CHARTS ORDINANCES**

3. Tap on the bar, hold, then slide it to the left. Next Tap on **MEMORIES**

4. Tap the plus icon that is displayed in the bottom left of the screen



5. You will see 4 choices:

**Add Document Write Story Record audio Add Photo**

6. Choose the memory that you want to attach and then follow the directions that are given

7. Tap the device option shown below, depending on the type of phone you have :

**Android:** Camera, File, or FamilySearch Gallery

**Apple iOS:** Take Photo, Camera Roll, My Files, or My FamilySearch Gallery

Select a file from your device, and tap Upload. Or use the camera feature to capture the content. Edit the photo, (crop if desired) then tap Save.

#### D. Steps to Memories to FamilySearch Mobile Device **MEMORIES** App



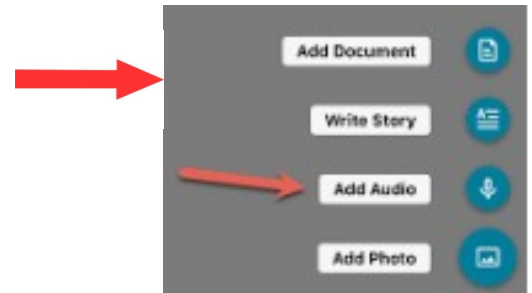
1. Once you open the Memories app, tap the plus symbol in the bottom right corner.



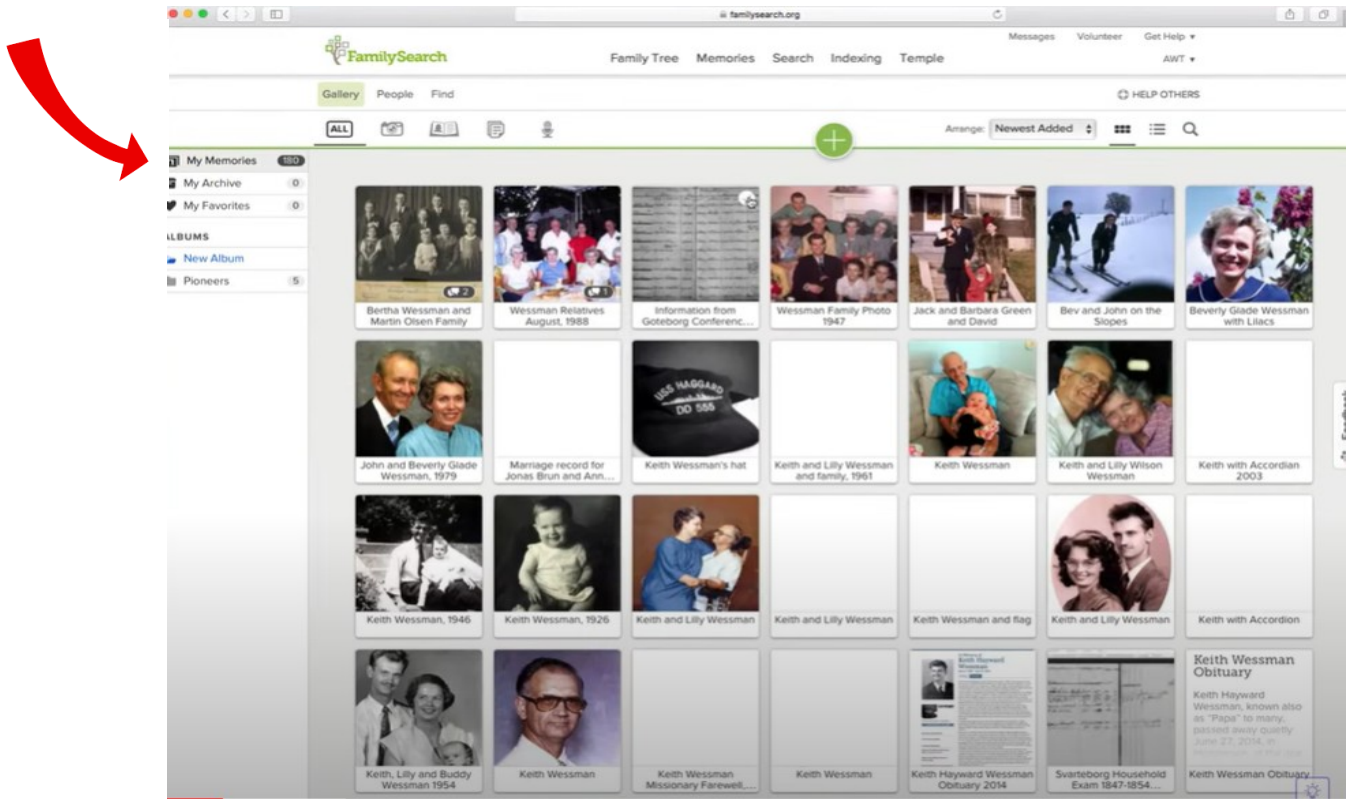
2. Click on the memory you want to add:

**Document Write Story Record Audio Add Photo**

then follow the instructions given

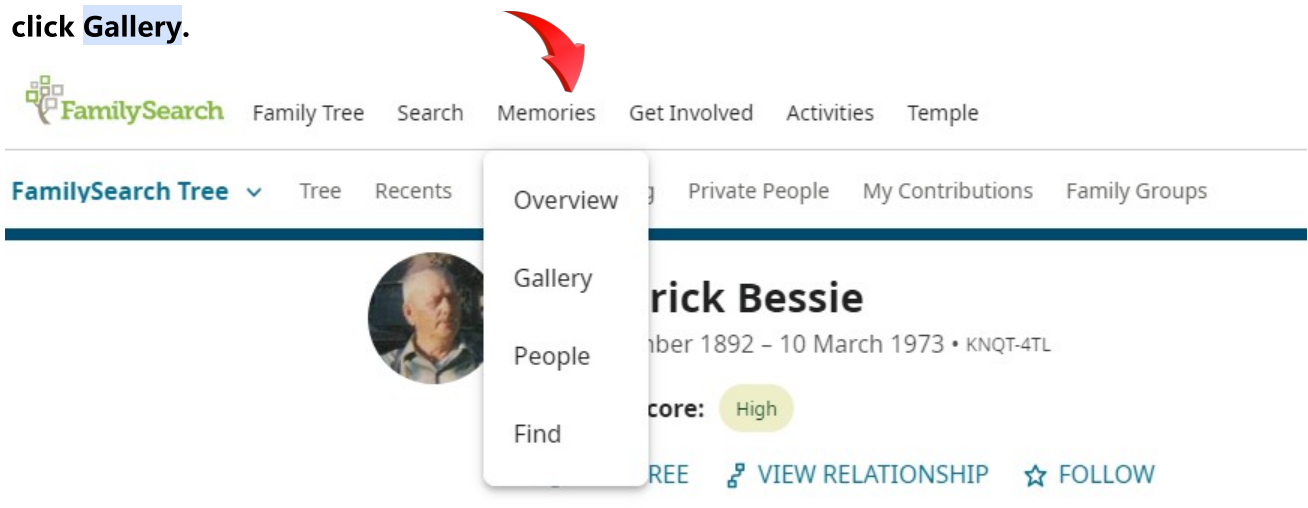


3. Because you are in your **MEMORIES** app these memories go directly to your **GALLERY** and are held there for you to connect to the person page in your **TREE**



## E. How Do I Find GALLERY In My FamilySearch?

Sign into FamilySearch.org, At the top of the screen click **Memories**. In the drop-down, click **Gallery**.



To limit the type of memory that you see, click one of the five filter options across the top. This shows all your memory items, including photos, documents, stories, recordings. As are shown here.



## **F. Steps to Upload Multiple Files or Photos**


1. Find and click the first item you are wanting to add
2. Press down the Shift button on your keyboard
3. With the Shift button pressed down, click the last item that you want to upload
4. You see a list of attachments highlighted and ready to upload. Follow the prompts on the screen and upload the photos
5. To select nonconsecutive photos from a folder, find and click the first photo
6. Press and hold down the Control button (Ctrl). With the Control button pressed down, click all the items that you want to upload. Then follow the prompts on the screen.

## **G. Family Tree page – Record a Memory (Using Your Computer )** **(ONLY IF YOU HAVE A RECORDING DEVICE ON YOUR COMPUTER)**

1. Sign in to FamilySearch
2. Near the top of the page, click **Family Tree**
3. In the drop-down, click **Tree**
4. In your pedigree click on the **person for whom you want to add a memory**
5. Click the **Memories** tab
6. In the upper left, click **Add Memories** and then **Audio**
7. Enter a title for the memory and click the **microphone icon**. You could see a message asking you to allow FamilySearch to use your microphone; click **Allow**
8. After you record the memory, click **Done**
9. If you use an unsupported browser or your file exceeds the file size limit, a message in red appears to alert you.

## H. Steps To Upload Audio Files with your phone

From the Family Tree profile of a person, you can record a memory about the person.

1. Sign in to the FamilyTree App on your phone
2. Click on the FamilyTree - this will open to your Pedigree
3. Tap on the portrait of the person in your pedigree for whom you want to add a memory
4. Click on the  at the bottom right of the screen
5. You will see 4 choices of memories to choose from:
  - Add Document
  - Write Story
  - Record Audio
  - Add Photo



4. Tap on **Record Audio**
5. Several suggestions will show. You can click on one of them and begin to record **OR**, you can choose your own questions
6. When ready, click **Begin Recording**
6. Tap **START** to begin
  - You will have **5 minutes** recording time
  - If needed, tap **PAUSE**
  - Tap **Done** when finished
  - **Add a Title** – then click **SAVE**



- Be sure to fill in the **Detail information that is** to the right of the screen.



← Heinrich Christoph Heisterberg and his wife Anna Maria Elisabeth Cordes

Details

Public  
Anyone can see this memory

Title  
Heinrich Christoph Heisterberg and his w

Place  
Enter a place

Date  
Enter a date

Description  
Enter a description

- If the story includes other people to whom you want to connect this recording in their memories page click **TAG PEOPLE** then type their name and **tag the person selected**.

EDIT < > 🔗 ⓘ ⋮

Details

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Information

Tagged People

👤 TAG PEOPLE

\* **Audio files** can be added from either **Memories** or **FamilyTree**

## I. Steps to Attach a Recorded Memory to a Photo in FamilyTree

### Steps (mobile app)

1. Open the FamilySearch Family Tree app or Memories app.
2. Find and tap the photo or document.
  1. **Android:** In the upper right, tap the **3 dots icon** and then tap **Record a Memory**.
  2. **Apple iOS:** In the lower right, tap the **microphone icon** and then tap **Record Audio**. (If you do not see the icon, tap the memory item).
3. You have 5 minutes to record a memory
3. If prompted, tap **OK** and allow the app to access your microphone.
4. Tap **Start**. You can pause and resume the recording at any time.
5. Tap **Done**.

### When you are done

The photo or document and its story are preserved on FamilySearch. You, as the contributor, can delete the audio file and leave the photo on FamilySearch. You can also delete both the photo or document and the audio file.