



## FAMILY BIBLE PRESERVATION PROJECT – INSTRUCTION SHEET

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### GOAL:

To preserve digital copies of family bible records, containing genealogical information, using FamilySearch Memories Application.

### TASK:

To Tag/Link/attach Bible records that have been uploaded to FamilySearch's Memories Albums to the corresponding record in FamilyTree for the deceased people who are recorded in the bible record (in most cases those who were the original owners of the Family Bible.)

### RESOURCES/TOOLS:

- a) A Computer with an Internet Connection
- b) Access to and an account (free) with FamilySearch.org

### WHO CAN PARTICIPATE:

Anyone who has a computer and Internet connection can participate.

People who already have FamilySearch experience will have a great advantage. But anyone is welcome to participate in the project. For an unexperienced participant getting familiar with FamilySearch Memories would be the most important initial task.

### WHEN and WHERE:

Tasks can be started and completed at any time and at any location. People can work on their own time schedule and pace.

## **INTERNET LINKS AND DETAILS:**

Family Bible Chasers informational page (also includes links to training videos):

[http://yanceyfamilygenealogy.org/family\\_bible\\_chasers.htm](http://yanceyfamilygenealogy.org/family_bible_chasers.htm)

FamilySearch Main Page

<https://www.familysearch.org/>

To Create a FamilySearch account

<https://www.familysearch.org/register/>

FamilySearch Links to specific Memories Albums with Family Bible Records pending processing

<https://www.familysearch.org/photos/gallery/album/590959>

FAMILYSEARCH for beginners:

[https://www.familysearch.org/home/etb\\_gettingstarted](https://www.familysearch.org/home/etb_gettingstarted)

Cute short FamilySearch Memories Video

<https://www.youtube.com/watch?v=reZ5nNhztYI>

Learning FamilySearch Memories: (this is a great video – but be aware certain functionality items may have changed since the video was created (FamilySearch is continually changing to make the process easier and better)

<https://www.youtube.com/watch?v=JvI5wXFgNEE>

## **STEPS:**

As stated the goal is to link (“Tag”) the family bible records that have been uploaded to FamilySearch with the corresponding person records in FamilySearch FamilyTree for those persons who are mentioned in the family bible record. FamilySearch is very flexible and there are often different ways to accomplish the same task using different steps or paths. Participants are left to choose whatever methodology that is easiest for them.

Participants with good computer skills may find that using two computer windows where they execute different tasks between windows and copy and paste info from one window to another may be more efficient. But if participants are not already used to setting up multiple browser windows and toggling between both windows – they may find that using a single browser window is easier for them.

### **STEP 1**

Log on to FamilySearch with your username and password

### **STEP 2**

Using the same browser click on the link for the Family Bible Album to be processed

Such as: <https://www.familysearch.org/photos/gallery/album/590959>

### **STEP 3**

Upon viewing the Family Bible Memories Album (see Figure 1) – select an item that has yet to be tagged and click on the “Add Tag” button

This will bring into view either text or an image with the family bible record details.

If text - read through the text and identify the family and individuals recorded in the bible.

If an image – you can use the zoom options ( “ + ” “ – ” ) to zoom in and out and the scroll bars up and down and left and right – to be able to adjust the image so you can read it. Read through the image and identify some or all of the people recorded in the record.

The intent is to tag as many of these bible files as possible over a given period of time. Thus we actually prefer you select a few of the most important people in the bible record (such as a Father and Mother) and tag them – and then go on to the next bible record. Thus allowing us to maximize the number of files that can be tagged and processed.

#### **STEP 4**

Once you have names of some or all of the people recorded in the family bible.

Find the text field in the upper right hand quadrant of the screen entitled “Who is in this Memory?”

Type in the name of the person (if it is a female type in the maiden name (if known).

See figure 2 below

Click on “Add New”

Note that item labeled “Attach to Family Tree” will appear

## **STEP 5**

At this point there are two ways you can proceed – one way proceeds in the same computer window (5A) and another way proceeds in a completely separate computer window (5B)

If you are not accustomed to working in multiple computer windows at the same time proceed with step 5A – else use 5B.

### **Step 5A**

Click on the button “Attach to Family Tree” and successively click on “Find in Family Tree”

You will be brought to a totally new screen

Type in the name of the person again (this time type the first and last name in different fields)

If the name of the spouse is known – click on “Spouse” and type in the spouse name

If the birth year of the person is known click on “Birth” and type in the same year in both “to” and “from” fields

Don’t think you have to fill out all the fields – Usually it is best to type in the name of the person, the name of the spouse if known,

And the birth year of the person – and not much more.

Then click “FIND”

A list of names and corresponding dates and other vital info will appear. Try to ascertain if the person in the bible record is the same as any in the list that appears. You might be tempted to navigate away from this screen to re-check the bible record – but if you do you will lose your search. This is one reason once you are comfortable with it – you can use two computer windows at the same time – so you can always have one for cross reference and the other to stay on the tagging process. Once you have found the person in the search results – click on the corresponding “SELECT” button.

This will take you back to the previous screen and you will see the name of the person along with an 8 character id.

If you don’t see the 8 character id key – then something was not completed correctly.

Note that there may be cases where the person is NOT found in FamilySearch Family Tree. In that case simply click the back button on the browser to get you back to the Tagging page and you will note the name in the “Who is in the Memory” box – BUT you won’t see any 8 character id field.

At this point you are done tagging that one person in this bible record. You can repeat the process to tag other people in the bible record.

However in this first pass don’t think you have to tag every single person in the bible record. We prefer you tag 2-4 people in each bible record (such as the Father and Mother) and then move on to the next bible record – so that as many bible records can be processed as quickly as possible.

Go back to step 1 and repeat the process for a new Bible Record. Proceed at your own pace and according to your own schedule.

**STEP 5B (the same as 5A – except using two separate computer windows)**

OPEN a totally different computer screen (form the one you sued in steps 1-4)

Go to the Family Tree Section of FamilySearch (<https://www.familysearch.org/tree/find/name> )

Type in the name of the person again (this time type the first and last name in different fields)

If the name of the spouse is known – click on “Spouse” and type in the spouse name

If the birth year of the person is known click on “Birth” and type in the same year in both “to” and “from” fields

Don’t think you have to fill out all the fields – Usually it is best to type in the name of the person, the name of the spouse if known,

And the birth year of the person – and not much more.

Then click “FIND”

A list of names and corresponding dates and other vital info will appear. Try to ascertain if the person in the bible record is the same as any in the list that appears. Once you have found the person - note the 8 character ID field under the name (Example: 96Y2-HY9) – Click on the ID and then click on the label that appears “Copy ID”

Toggle back to the other computer Window where you were in the process of tagging the name

In the box labeled “Attach to Family Tree” you will note a field labeled “Use Person ID”.

Place the cursor in Use Person ID field – and right click – and select PASTE (and the ID copied from the other window will be pasted into the field)

Click “SELECT”

Click “ATTACH”

You should now see the person name with the 8 character id field – which means you are done with this one tag.

At this point you are done tagging that one person in this bible record. You can repeat the process to tag other people in the bible record.

However in this first pass don’t think you have to tag every single person in the bible record. We prefer you tag 2-4 people in each bible record (such as the Father and Mother) and then move on to the next bible record – so that as many bible records can be processed as quickly as possible.

Go back to step 1 and repeat the process for a new Bible Records. Proceed at your own pace and according to your own schedule.

Figure 1 – the FamilySearch Memories Album for Family Bibles  
 (note the difference between items that have already been processed and those which have not - indicated by the “Add Tag” button).

The screenshot displays the FamilySearch Memories Album for Family Bibles. The URL in the browser address bar is <https://www.familysearch.org/photos/gallery/album/590959>. The page title is "Bible TBA Archive". The album is by "FamilyBible".

The album contains several items, each with a title, a thumbnail, and an "Add Tag" button. The items are:

- PERRY.tba PERRY BIBLE Submitted June
- VANCE.tba Vance Family Bible August 13
- SHAW FAMILY BIBLE October
- SPALDING.tba Spalding Family
- SINCLAIR - BALLANCE BIBLE
- WHITE.tba White Family Bible January
- Swearingen - Shewbart
- SMITH3.tba Smith / Tatum
- MARTYR.tba Martyr Family Bible Dec 16,
- Submitted by George Kenyon 92- Road
- THE WOOD-COOK BIBLE Submitted
- YOUNG.tba YOUNG - ERSKINE
- SAGAR.tba Sagar Family Bible
- WYATT Family Bible Sheri LeQuia
- WONCH.tba WONCH / SHOULTZ

Annotations in the image include:

- A red box around the URL: "sample url (web link) for FamilySearch Bible Album"
- A red box around the "Memories" menu item.
- A red box around the "Add Tag" button for the VANCE.tba item: "Record with 'Add Tag' button indicating it is pending processing."
- A red arrow pointing to the "Add Tag" button for the PERRY.tba item: "Record already processed"
- A red arrow pointing to the scroll bar on the right: "Scroll bar to scroll through entire list of bible records inside the album"

Figure 2

The screenshot shows the FamilySearch website interface. At the top, the navigation bar includes 'FamilySearch', 'Family Tree', 'Search', 'Memories', 'Indexing', and 'Temple'. The user is logged in as 'Dennis John Yancey'. The main content area is titled 'Family Bible' and contains the following text:

SHAW FAMILY BIBLE

Submitted October 12, 1998 by:  
Cornelia Warner  
800 Lees Ave.  
Long Beach, CA 90815-5010  
email: fenenga@mminternet.com  
Barbara Fenenga  
private address, contact me (Cornelia)

from original Bible

Surnames in this file: Shaw, Waters, Davis

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FAMILY RECORD

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MARRIAGES | MARRIAGES

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Oliver W. Shaw & | Jesse Davis  
Maria Waters, were | Sarah Shaw  
married on the 27th | were married  
of July A. D. 1833. | by Rev John L

The 'People' sidebar on the right shows a search for 'Oliver W Shaw' with an 'Add New' button highlighted in a red box. Below the sidebar, there are fields for 'Event Date', 'Event Place', 'Contributed By' (FamilyBible, 3 May 2019), and 'Albums' (Add to Album, CURRENT BATCH - Bible TBA Archive).



Figure 3

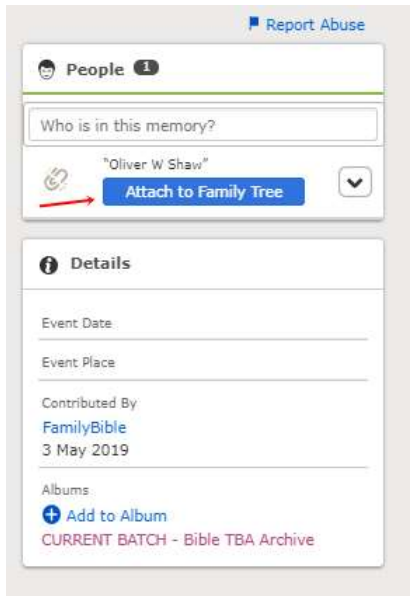


Figure 4



Figure 5

FamilySearch

Family Tree Search Memories Indexing Temple

Messages Volunteer Help

Dennis John Vancey

Tree Person Recents Find Lists Help Others

### Oliver W Shaw

Find by Name Find by ID

**Deceased Ancestor Name**

First Names: Oliver W Last Names: Shaw

Male  Female  Unspecified

**Search with life event:**  
Birth • Marriage • Residence • Death

**Search with relationship:**  
Spouse • Father • Mother

Spouse

Spouse's First Names: Maria Spouse's Last Names: Waters

Match All Exactly

Find Reset

