

## Avoid Putting Up Your Own Road Blocks

No one would intentionally put up road blocks while searching for their missing ancestors. But sometimes we do just that. Here are some things to **avoid in Family Tree** to prevent yourself from finding missing information you need.

1. **Do not add titles** when adding someone to **Family Tree** (Captain, Reverend, Sr., Jr., Lieutenant). Search engines don't like that. It limits their ability to find sources for you, because it is looking only for what you entered. If you come across this in THE TREE, do not be afraid to fix it! Just edit the person's name, and put a reason for doing so (not "because I said so"). =)
2. **Do not put the occupation of the person in the name field**, such as John Marshall of the Forest or John "The Pirate" Markham (these are real examples we've found).
3. **Do not put UNKNOWN if you do not know the name.** Leave it blank, and fill it in when you get the information. **ALSO do not put Miss, Mr., Mrs. or Baby for the first name.**
4. **Do not put nicknames in the name field**, such as Mary "Polly" Benson or James "Jack" Smith. If you scroll down the person's page, you will see "**Other Information.**" Click on "Add" and then click on "Alternate name". **That is where you put nicknames.**

These little tips can help you tremendously when searching for missing ancestors. Not only FamilySearch but Ancestry.com and other search engines can only search what you enter. The old adage "garbage in, garbage out" applies here.

## TIPS AND TRICKS

**ALWAYS "standardize" DATES and PLACES** on Family Tree. This will help the search engine to come up with more hints.

**ALWAYS** add good **Reason Statements** when you attach sources to a person. (A month down the road, even you might not remember why you added that source! You forget what you work on.)

**In Family Tree**, put cursor on a highlighted Person Name, then CTRL+Left click will open new tab  
If your changes in Family Tree don't appear right away, then **Refresh your screen with F5 key**  
OR click the "**Reload this page**" symbol on your browser

**When adding info to search boxes, start with "Less"**. If you put too much information, then the search engine will try to match every thing you type in....and most records won't have all of that information...so you won't get any matches. **Remember, "less is more."**

For Windows **Ctrl+Left click** = opens new tab in your browser

For Apple **Cmd+Left click** = opens new tab in your browser

**Ctrl+Shift+T** Will restore tabs you accidentally closed in your browser

OR Right click on a new tab, then Left click on "Reopen closed tab"

**\*\* Communicate with others through Family Tree messaging. Find cousins to help your search!! Happy hunting!!**