

## RECORDSEEK STEP-BY-STEP

*Attaching Non-FamilySearch Sources to Your Family Tree*

### Put RecordSeek on your computer's Favorites or Bookmark Bar.

- Go to **www.recordseek.com**.
- Grab the green RecordSeek icon (at the bottom of your screen) and drop it onto your Favorites or Bookmark Bar near the top of your screen.

### Attach a Source from non-FamilySearch websites using Record Seek.

- Find a document that you want to attach to FamilySearch (*Ancestry, Find-a-Grave, or another site.*)
- Highlight (don't copy) the text that you want to put in your "Notes."
- Click on the **RecordSeek** icon on your toolbar. (RecordSeek will usually open a new window, which will be at the bottom of your screen, rather than a new tab, which would appear at the top of your page.)
- Record Seek will create a citation in a standardized format.
- Make any changes you would like to make to the source. (Title, etc.).
- Click NEXT.
- Paste the ID number for the person to which you want to attach the source in the "Search by Person ID Number" box.
- Click NEXT.
- Click CREATE and ATTACH.
- Click ATTACH TO ANOTHER PERSON, if there are multiple persons cited in the source.
- Paste in the new person's identifier number in "Search by Person ID Number" box.
- Click NEXT.
- Click CREATE and ATTACH.

### Other Tips

- The first time you use RecordSeek it will ask you to accept their policy agreement. Click "Accept."
- RecordSeek's source will automatically be placed into your FamilySearch Source Box.
- If a page does not load properly, click the refresh arrow on the top left-hand side of your screen.