

## Best Genealogy Tips Fall 2021 – Part 2

Part 2 of 2

LINK TO [Best Genealogy Tips Part 2 \(Fall 2021\)](#)

I pulled some of the best tips from previous episodes on [Genealogy TV](#). These were not just my favorite tips, but I researched the analytics from previous videos to see what you, the viewers, enjoyed the most. I chose 10 of your favorites and pulled the top segments from each video and compiled them here. Here in Part 2 are the second set of five tips. The first set of five are in Part 1 of this two-part series.

Below are the instructions for each tip featured in Part 2. I hope you enjoy them!

### Create a Floating Tree

A floating tree is simply an unlinked tree within your tree. A floating tree stands alone and is not linked to anyone in your primary tree but is contained in the same file name as the tree you are working on.

#### STEP BY STEP INSTRUCTIONS TO CREATE A FLOATING TREE

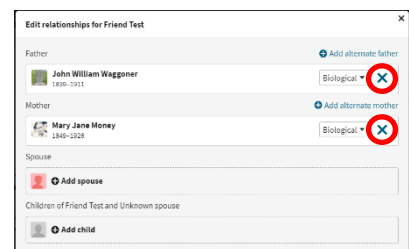
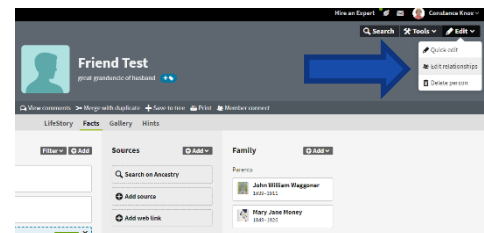
##### 1. Create a New Person/Profile by Attaching them to Any Ancestor in Your Tree.

From the profile of any person in your tree, add a child, sibling, parent, or spouse. It doesn't matter what ancestor you attach to or what relationship you create (sibling, parent, child or spouse), because you are going to disconnect the newly created person's profile (the friend in our scenario) from your ancestor as soon as you attach them in the next step. REMEMBER THE NAME OF THE PERSON YOU CREATE!

##### 2. Disconnect the Relationship Between the Two You Just Created.

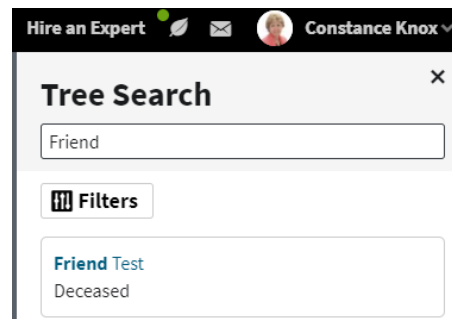
To disconnect the relationship between your ancestor & the newly created profile (the friend), do the following steps:

- Go to the profile of the friend you just created.
- In the upper right corner, click on Edit.
- Click on Edit Relationships
- Click on the X (on the right side of each person in the list) to disconnect all relationships.
- Click on Remove for each one until there are no more relationships listed.
- Close that relationship window.
- You now have a person floating within your existing tree, but they are not connected to anyone.



### 3. Finding Your Floating Tree

- a. When you close out the relationship window in Step 2, you are likely to be returned to the one person you just created floating alone in the tree view.
  - i. You can now see their profile if you wish or...
  - ii. You can add biological relationships to them creating a floating tree within your existing tree.
- b. Side note: Clicking on the home icon on the left of the tree will return you to your full tree and to the person you had originally set as your home person.
  - i. In my case, I set myself as the home person, so when I click on that home icon, I can get my bearings quickly.
  - ii. If you ever want to change the Home Person, you could do that in your Tree Settings.
- c. To find the floating person you just created in your tree, you need to start in the tree view.
- d. In the upper right corner click Tree Search and search for the person in the floating tree.
- e. Click on their name and it will take you back to the floating tree.
- f. To return to anyone in your normal tree, just search again from the top right Tree Search button or click the "Home" icon to jump there quickly.



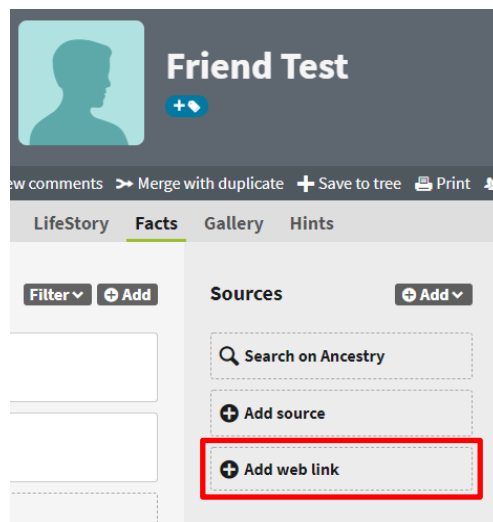
### 4. (Optional) Add a link to the floating "Friend" person to your Ancestor by creating web links in both profiles.

In short, by doing this you're creating a reference link in your Ancestor and in the Friend's profile so you can easily jump back and forth between them.

This is a two-step process. You need to create a link in your Ancestors' profile and do the same step again in the "Friend" profile.

#### Linking the Ancestor to the Friend's Profile

- a. Go to your Ancestor's profile. Make sure you are in the person view, not the tree view.
- b. Highlight the weblink at the top of the page. (Keyboard short cut for copy is CNTL C for windows or CMD C for Mac users.)
- c. Now go to the "Friend" profile by searching from the tree view. Open the "Friend" profile. This is the person you just created in the floating tree.
- d. In the Friend's profile view and viewing the facts tab, click the "add" button in the center column.
- e. Click "Add Web Link" and paste the web link from your Ancestor's profile that you just copied. (Keyboard shortcut for paste is CNTL P on Windows or CMD P on Mac).
- f. Name the link with the Ancestor's name and click add.
- g. You will now see the Ancestor name and web link at the bottom of the Friend profile fact column.



### Repeat the steps linking the Friend in the Ancestors profile.

- Go to your Friend's profile. Make sure you are in the person view, not the tree view.
- Highlight the weblink at the top of the page. (CNTL C for windows or CMD C for Mac users.)
- Now go to the Ancestor's profile by searching from the tree view. Open the Ancestor's profile. This is the ancestor you want to link the friend in the floating tree to.
- In the Ancestor's profile view and viewing the facts tab, click the "add" button in the center column.
- Click "Add Web Link" and paste the web link from your Friend's profile that you just copied. (CNTL P on Windows or CMD P on Mac).
- Name the link with the Friend's name and click add.
- You will now see the Friends name and web link at the bottom of the Ancestor profile fact column.

If you want to attach the Friend to multiple Ancestors, you will need to do that manually using the last set of instructions.

## Preventing Duplicates on Ancestry



Before adding ancestors into your tree, make sure to look for them as an existing person first. To do this go to the tree view, click on the "Tree Search" button at the top right side of your tree and search for the name you are about to add. Search various spellings too.

Alternatively, if you are getting ready to add a person from an ancestor's profile, such as a parent or child, click on "Select someone in your tree" first, to see if they are already in your tree. This will help prevent duplicates.

Also, when searching for ancestors in your tree, pay attention to the birth and death dates. Many times, you will have multiple people by the same name, like a father and son. Make sure you are picking the right person to prevent an error.

If the ancestor is not found, then feel free to add them as a new person.

 A screenshot of the 'Add a Father for Wiley J. Davis' form. The form is titled 'Add a Father for Wiley J. Davis' and has a close button (X) in the top right corner. On the left side, there is a search box with the text 'Select someone in your tree' and a magnifying glass icon, which is highlighted with a red rectangular box. Below the search box is a '+ Add new person' button. On the right side, there is a section titled 'Add new person' with several fields: 'First and Middle Name' (with a checkmark) containing 'Exum', 'Last Name' (with a checkmark) containing 'Davis', and 'Suffix'. Below these are 'Gender' (with a checkmark) with radio buttons for 'Male' (selected), 'Female', and 'Unknown', and 'Status' (with a checkmark) with radio buttons for 'Deceased' (selected) and 'Living'. At the bottom, there are 'Birth Date' and 'Birthplace' fields, and 'Death Date' and 'Death Place' fields. At the very bottom are 'Save' and 'Cancel' buttons.

## Using Two or More Computer Screens as Part of Your Workflow

If you can afford to do so, get a second computer screen. This way you can have one computer screen with your tree or target ancestors' profile on it and use the other for researching various places.

### How to Set Up a Second Computer Screen – Windows

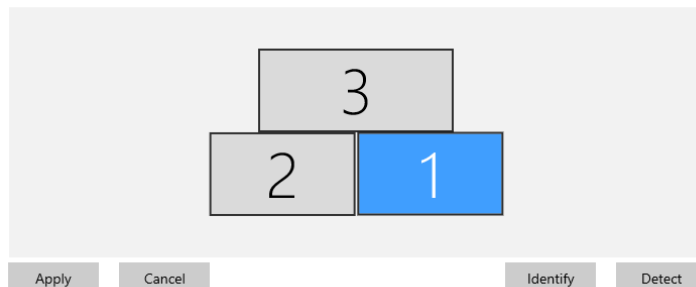


- 2) Click System (Display, sound, notifications, power).
- 3) Scroll down under “Multiple Displays,” and choose Extend My Desktop.
- 4) Scroll back up to the top where it says Display.
  - a. Arrange the monitors so that when you move your mouse from left to right, they cross the screens correctly. See the next page for the diagram.
  - b. If they do not, click one of the monitors in the “Rearrange your displays” area and swap their positions.
  - c. You can also click Identify to see which monitor is which.

#### Display

##### Rearrange your displays

Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.



Be sure to nest the monitors close together for the best experience. In the screen shot above, I use three monitors. The #3 monitor is an extra wide monitor, which is why it looks that way.

### Choose Your Primary Monitor

- 1) Click and highlight the monitor you want to use as your primary monitor. In this example above, #1 will be set as the primary.
- 2) Scroll down to Multiple Displays and check the box that says, “Make this my main display.”
- 3) To change it, simply click a different monitor and click the “Make this my main display” again.

#### Scale and layout

Change the size of text, apps, and other items

100% (Recommended) ▾

[Advanced scaling settings](#)

Display resolution

1920 × 1080 (Recommended) ▾

Display orientation

Landscape ▾

Duplicate desktop on 1 and 2

Duplicate desktop on 1 and 3

**Extend desktop to this display**

Disconnect this display

#### Multiple displays

Multiple displays

Extend desktop to this display ▾

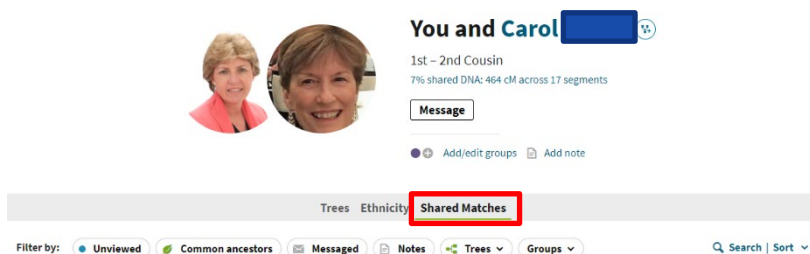
Make this my main display

## Grouping DNA Cousin Matches

Start with your “best known DNA match” from one line of the family. I know that Carol and I descend from my Madsen great grandparents. Carol is my 1<sup>st</sup> cousin, once removed (1C1R). She is one generation older than me, thus the once removed part.

Click on the “Best Known DNA match” from one line in your family. You’ll get a screen like what is shown below with me and Carol. You and that DNA match have a **common set of grandparents**, or great grandparents, etc. This is known as the Most Recent Common Ancestors (MRCA).

When you have drilled into the “Shared Matches” tool with that cousin match, you essentially have filtered the list to just those DNA cousins you both have in common. That means that everyone in that filtered list is from the same line of the family.



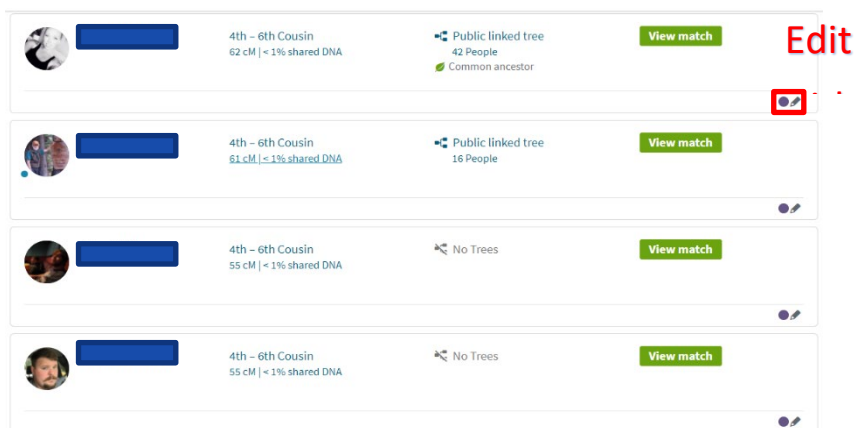
In this example with me and Carol, everyone in the list (below) is somehow be related to both of us. It does not mean that they necessarily descend from the MRCA that we both have (the Madsen great grandparents). It could be the common ancestors with me (with say 3<sup>rd</sup> or 4<sup>th</sup> DNA cousins) are somewhere up the tree (possibly farther back in time), ancestors of my Madsen great grandparents.

## Adding DNA Cousins to Groups

For example: Carol and I share a lot of cousins. To add them to the family line that we have in common, click the pencil icon and add them to a group. You can add new groups as you need to, once you click the pencil icon.

Be sure to see this full episode called [AncestryDNA Grouping Cousin Matches: Clarified](#).

You may also find the original episode called [Grouping DNA Matches on Ancestry](#) helpful as it talks about how to organize/colorize your matches in more detail.



## FamilySearch Wiki

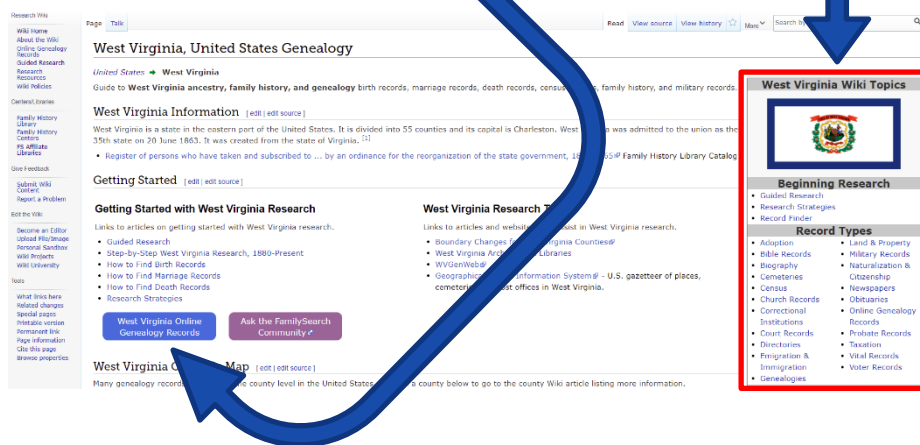
The FamilySearch Wiki is a great “go to” place for any question you have about trying to find records. The map has been updated since this episode was shot, but the steps are the same.

### Search the Wiki

1. Go to Search and drop down to Research Wiki.
2. Click on the continent font to drill in by location. Then choose your country and state/province.



3. Once there, you will have everything about researching in that location whether it is on FamilySearch, Ancestry or some other location.
4. Take note of the record types on the right side.
5. Take note of the Online Genealogy Records button in blue.
6. Scroll down, you might see another map. If it is a U.S. State map, you can drill into the counties by clicking on the county or find the county below the map.



There is a ton of information on the FamilySearch Wiki. Bookmark this one. You will come back again and again.