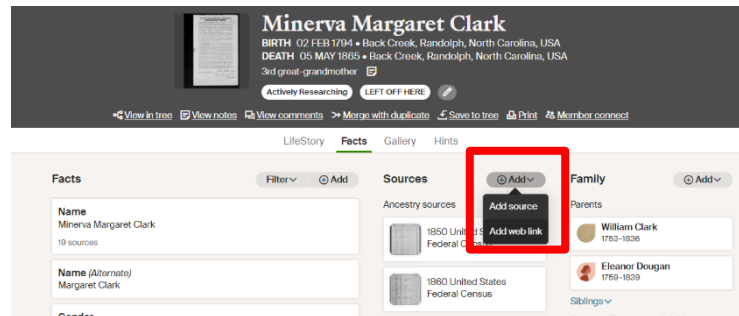


TO ADD A SOURCE ON ANCESTRY (THREE STEP PROCESS)

These are instructions on how to use the Ancestry "Add a Source" wizard.



But First - Other Options

Before we get into how to use the Ancestry Source Wizard, when you

first start to use the wizard, to add a source in Ancestry is (in my opinion) cumbersome. I personally don't use it. I find it faster to create a professionally written source citation for my notes... and I could copy and paste it into the ancestor's fact description field on Ancestry if I choose.

Evidence Explained

If you choose to write your own citations instead of using Ancestry's Source Wizard, **Evidence Explained** is a book all about how to write source citations (written by Elizabeth Shown Mills). This is the bible for serious and professional genealogists. Here is my affiliate link (I get a small commission if you use this link but costs you nothing extra). <https://amzn.to/48ZRk16>

Cite Builder

Another option (a new website) that writes very good genealogical sources is a new website called Cite Builder. <https://cite-builder.com/> There is a free and paid version of this site. I have no affiliation with this website at this time but find it quite good and fast!

Using Ancestry's Source Wizard

There are three steps to this the first time if you have not done this before or if you have not already created a source or repository. To create a **Citation**, you need a **Source** and a **Repository**. So here are the three steps we'll take to create the citation.

- 1) Create a Source Citation
- 2) Create a Source
- 3) Create a Repository

I find it easier to open each layer in a new tab and work backwards starting with the Repository, then the Source, then the Citation (so you'll have three separate tabs open in your browser. Here are my



recommended steps. To open all of these steps by right clicking (or clicking your mouse wheel) to open each hyperlink in a new tab each step, then save and move on. You'll see in the next steps.

From the **Ancestors Profile View** in the Source Column, click **+Add, Add Source** (shown on the previous page).

- 1) If you have *not* created this source before, scroll down the page and **open the hyperlink for creating a Source**.
- 2) On the **Source page**, if you have *not* created this Repository before, scroll down and **open the hyperlink for creating a Repository**. You should now have three tabs open.
- 3) Working backwards starting with the **Repository** (i.e., Libraries, Archives, Websites, etc.) fill in the Repository information.
- 4) **Save and close** the Repository page but **remember what you named it**.
- 5) **Create a new Source** on the **Source page** (that you opened in a separate tab). Similarly, **fill in the details** about the source, **save** and **remember what you named the source**.
- 6) Notice that the Repository is already filled in with the new Repository we just created. If you have already created a repository or don't see it, use the drop-down menu to find the one you previously created. You may have to refresh the browser.
- 7) Click the Save Source button and close this tab.
- 8) Lastly, we're back to the first screen the **"Create Source Citation Information for XYZ Ancestor**.

Create a New Repository

Use this "Repository" to describe the place where other researchers can find the sources you cite (e.g., library, publisher, website).

Name (required)
 Connie Knox Personal Archives

Enter the full name or title of the repository.

Address
 Hold for privacy
 Enter the physical address of the repository.

Phone number

Enter the phone number of the repository in the format xxxxxx-xxxx.

Email

Enter the contact email of the repository.

Call number
 None
 Enter the full library call number.

Note
 This is in my personal archives.

Enter any other pertinent information related to this repository.

REFN
 None
 Enter the full REFN.

[Save Repository](#) or [Cancel](#)

What is a Repository?
 A repository is the library or other location where the source was found.
[Learn more](#)

Create a New Source

Describe the source record you are citing (e.g., book, source record, census index, etc.).

Title (required)
 Constance Knox as Source

Enter the full name of the book, source record, census index, etc.

Author
 Connie Knox

Enter the person, persons, or organization from where the source originated from

Publisher
 Connie Knox Publishing

Enter the entity responsible for making the source available, i.e., a publishing house, university department, etc.

Publisher location
 Enter the location of the publisher.

Publisher date
 Enter the publication date.

Call number

Enter the full library call number.

Note

Enter any other pertinent information related to this source.

REFN
 Enter the full REFN.

Repository:
 Connie Knox Personal Archives

Enter the library or other location where the source was found.
 edit this repository or create a new repository

[Save source](#) or [Cancel](#)

What is a Source?
 A source is a document, index, book, person or other material that gives you information related to a fact or event in your family tree.
 Sources can be original, like an actual document or legible image, or they can be derivative, like a transcribed copy. Original sources are considered more reliable because they provide verifiable proof of a fact or event.
 Understanding where a source came from helps you determine its credibility.
[Learn more](#)

Create Source Citation Information for Minerva Margaret Clark

Enter the specifics that can help to verify a fact/event for Minerva Margaret Clark.

1. Source - Where does this information or evidence come from?

Constance Knox as Source

edit this source or create a new source

Repository:
 Connie Knox Personal Archives

2. Citation - What are the specifics of the information or evidence provided by this source?

Detail (required)

Enter the title, or the film number, volume, etc.

Date

Enter the publication date of the document or material.

Transcription of text

Transcribe or cut-and-paste exact wording from the source.

Other information

Enter any other pertinent information related to this citation.

Web address

If the source was found on the Internet, enter the URL here.

3. Facts or Events - What fact(s) or event(s) is this source citation related to?

Probate: 1865 in Randolph, North Carolina, USA.

Death: 05 May 1865 in Beck Creek, Randolph, North Carolina, USA.

Name: Minerva Margaret Clark

Marriage: 05 Sep 1818 in Beck Creek, Randolph, North Carolina, USA.

Birth: 02 Feb 1794 in Beck Creek, Randolph, North Carolina, USA.

Burial: Beck Creek Church Cemetery in Asheboro, Randolph County, North Carolina, USA.

Residence: 1850

Gender: Female

Marriage: 30 Nov 1818 in North Carolina

Birth: 1794

Death: 1865

Name: Margaret Clark

Residence: 1865

Also Known As: Maggie

[Submit](#) or [Cancel](#)

- 9) Notice the Source we already created is filled in on the first field.
- 10) **Fill in** the specific information for this document you are sourcing in the **#2 section**.
- 11) **Choose which facts** are associated with this source.
- 12) Click **Submit** and you are done.
- 13) You will now see the source in the source column for this ancestor.

- 14) You can use the Source and Repository for future citations. Keep in mind that some detailed information may be different, so pay attention to where you put the details like page number within a book. Those details need to be in the citation, not the source.