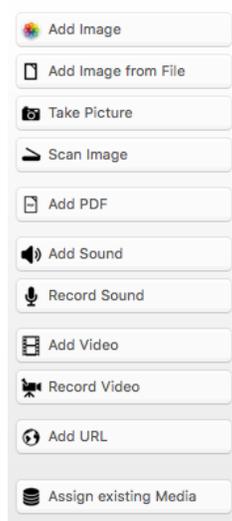


## MacFamilyTree Version 8.0.9 - August 2016

### Adding Media

Media can be added in the **Edit → Interactive Tree Function**, the **Edit → Persons Function**, the **Edit → Families Function**, or the **Edit → Sources Function** using the **Edit Dialog**. The process is the same for each function.

1. Mouse-over the media section to show **Add Media...** and **Slideshow**.
2. Click on **Add Media**.
3. A drop down list of the media types appears.



- a. **Add Image** – opens iPhoto
  - b. **Add Image from File** – choose a file from your computer
  - c. **Take Picture** – uses computer camera to take a picture
  - d. **Scan Image** – Scans an image from your printer and inserts it.
  - e. **Add PDF** – choose a PDF file from your computer
  - f. **Add Sound** – uploads a saved audio file from your computer
  - g. **Record Sound** – opens **Record Audio** view to **Start Recording**.
  - h. **Add Video** – choose a video file to upload from your computer.
  - i. **Record Video** – opens **Record Video** view to **Start Recording**
  - j. **Add URL** – Click **Open in Safari**. Go to the web site. Copy the URL and paste it in the URL box. The title is automatically downloaded and the site opens on the right.
  - k. **Assign existing Media** - Brings up a list **All Media Items** in the current database for you to choose from.
4. Select the type of media and follow the prompts.
  5. The media is now in the **Media** section
  6. Only media for that person can be seen in the **Slideshow**.
  7. All media can be seen in the **Gallery Function**

## Adding Sources

❖ Sources may be added in the following functions:

### **Edit → Sources Function**

Adding sources from the '**Sources Function** will conveniently allow you to assign one source to multiple entries. Ex. census

### **Edit → Person Function - Sources**

### **Edit → Families Function - Sources**

Adding sources directly from the detailed view of a family, person, or event assigns it only to that one entry. Ex. Graduation Certificate

## • Adding Sources to the Edit → Source Function

1. In **Edit**, click **Sources Function**.
2. At the bottom, click the '+' button to add or the '-' button to delete a source.
  - a. **Source Information** - Enter all available information in the detailed view.
    - i. Assign a Source Repository in the Archive cell if you know the location where the original document is stored. Ex. Ancestry.com, Library and Archives of Canada, FamilySearch.org
  - b. **Text** – Add any text you wish from the source. (Must be an exact copy of text)
  - c. **Referenced Entries** – Mouse-over and click on **Add Entry**
    - i. Click on **Sort by ...** to group alike events (alphabetically by first name (person, deaths, etc.) or click on **Dates** to group events according to year.
    - ii. Scroll or type information in **Find** to find the person you need. All events with that name, year, etc. will show.
    - iii. Click on **Add** and entry appears at the bottom of the **Referenced Entries**. The source will now also be displayed in the detailed view under **Edit → Persons, Families, etc.**
    - iv. To delete an entry, mouse over the **gearwheel** click and click remove entry.
  - d. **Media** – Mouse-over and click on **Add Media** to add a picture of the source from your computer. Follow the directions in Adding Media.
  - e. **Labels** – check the desired label or leave blank
  - f. **Note** – Add anything you think is interesting in the source document
  - g. **To Do Items** – dates, connections, information needed, etc.
  - h. **Creation & Change Date** – recorded by the computer
  - i.  **Manage FamilySearch Sources** – Must be synced with Family Search for this button at the bottom left to show.
    - i. **View** shows the actual web page, document or indexed document.
    - ii. **Contributor** shows the person contributing the information.
    - iii. Click on the cell. The document turns yellow and can be uploaded.