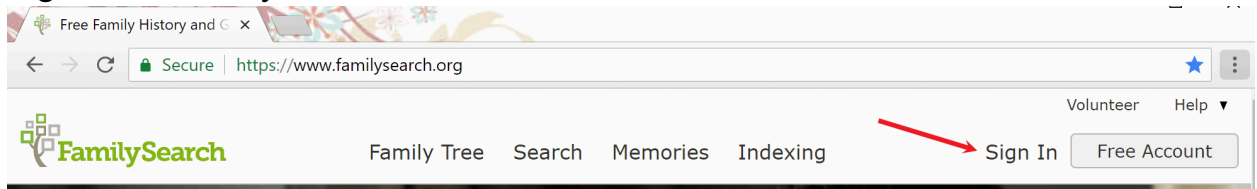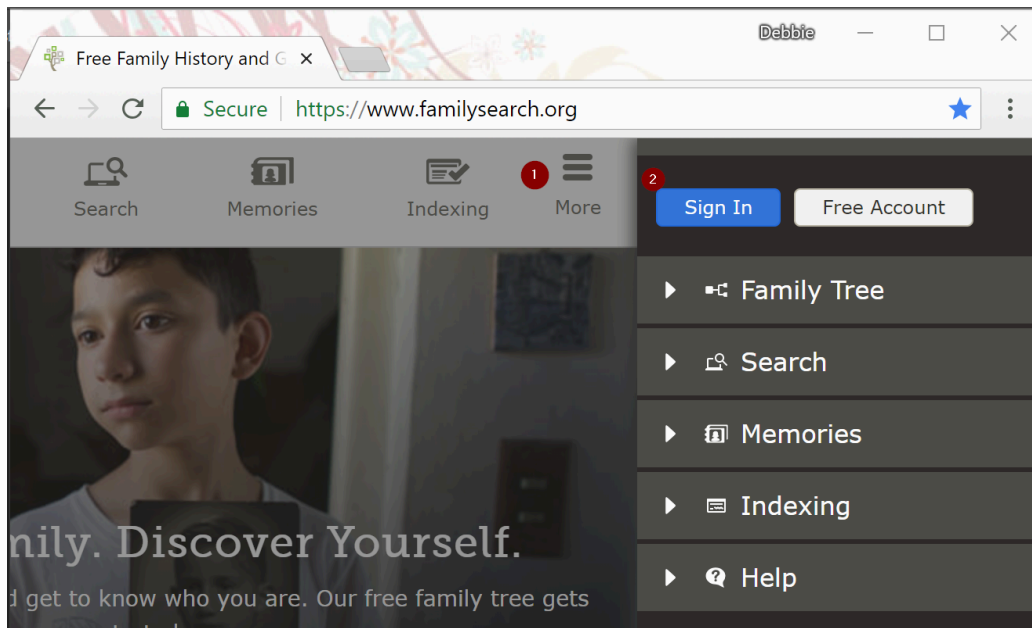# How to View Scanned Documents in Family Search

1. Sign in to FamilySearch.

Optional Note: If using a smaller screen on a laptop or cell phone:
1. Click on the "More" options menu
2. Click on the "Sign In" button.

3. Fill in your username and password and press "Sign In"

Note that if you have forgotten your username or password click on the "Forgot your username or password?" links as pictured above and follow the directions to reset this information.

4. Now that you are logged into your familysearch account choose "Memories", next select "Gallery."
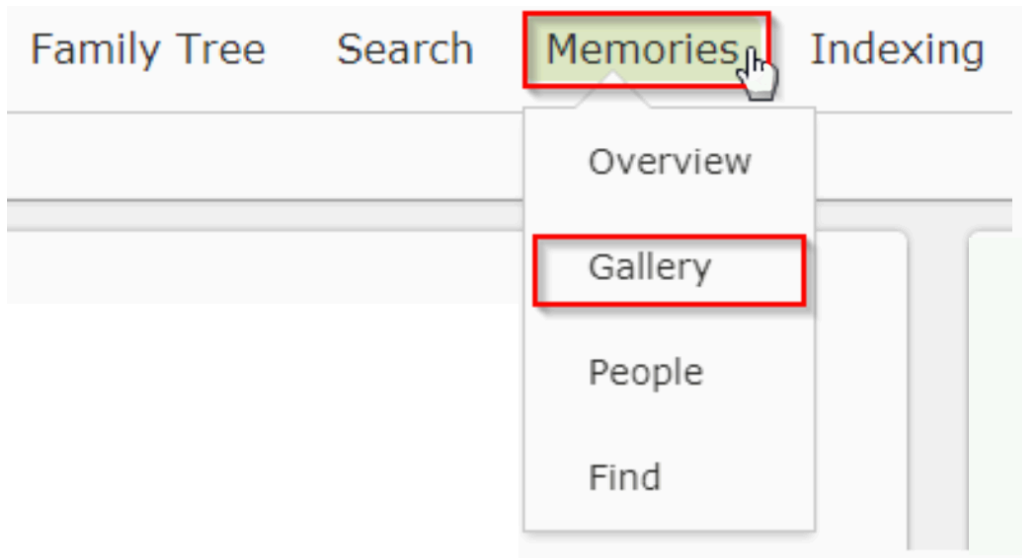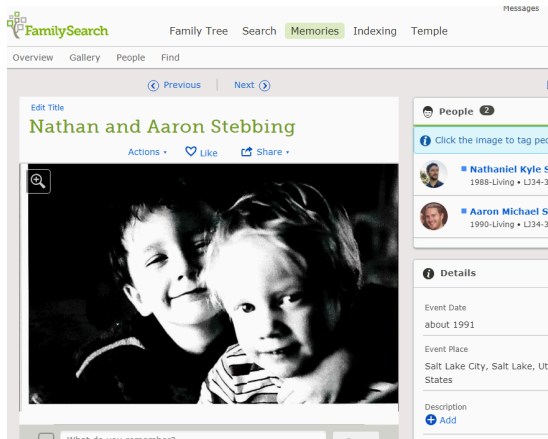
Your photo and documents gallery will appear.

5. Click on the photo or document you scanned or uploaded.
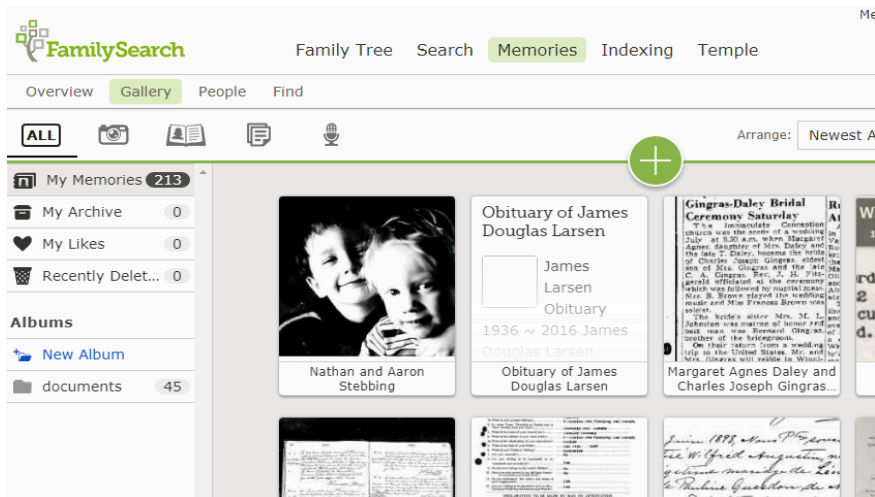
(Step #5 select the photo that you uploaded to your gallery)

6. Give the photo or document a title. In the boxes on the right fill in details such as date, place, description.

(Step #6: Title has been added)

7. Your photo or document is in now in your "Gallery." You are now ready to attach the photo or document to a specific familyseach individual. Attaching to your photo to your ancestor is not covered in this document. Ask a Family History Center volunteer to show you how to do this tag your photo or document to link it to specific people.