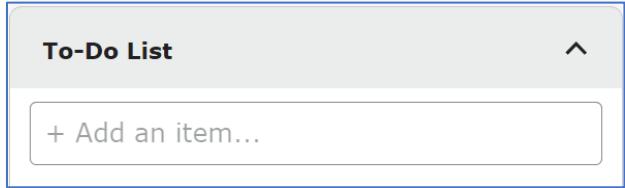


## To-Do List in FamilySearch

The To-Do List is found on the FamilySearch home page. You must be signed in to gain access to this feature. Go to <https://www.familysearch.org> and sign in. Once you are signed in you will find the To-Do List in the lower right area of the FamilySearch home page.



For detailed instructions on how to use the To-Do List go to:

<https://www.familysearch.org/en/help/helpcenter/article/how-do-i-use-the-to-do-list>

The full page of instructions is reproduced on the following page for reference.

At the bottom of the To-Do List section is this button: [HOW TO USE THE TO-DO LIST](#)  
which is a direct link to the FamilySearch page with the instructions.

When using this list, you can type in new entries directly, copy and paste from other sources, or copy full catalog entries and paste them in the list. Unfortunately, there is no print function for the list; therefore, you will need to copy and paste the list contents to a page in your word processing program to produce a separate printed list.

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# How do I use the To-Do list?

<https://www.familysearch.org/en/help/helpcenter/article/how-do-i-use-the-to-do-list>

Article Id: 19617

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The To-Do list is great for things like planning next research steps or capturing ideas or questions you'd like to answer about specific ancestors.

Here's how it works:

## To locate the To-Do feature:

On the FamilySearch.org website, after signing in, the To-Do List is located in the bottom right corner of the screen.

## To add a To-Do:

1. Select + **Add an item...** in the field at the top of the To-Do List box.
2. Type in your To-Do.
3. Tap or click the **check mark** to save.

## To edit or delete a To-Do:

1. Locate the To-Do that you would like to edit or delete.
2. On the right side of the To-Do item, tap or click the **3 dots**.
3. Tap or click **Edit** to make a change to the To-Do or **Delete** to remove it from the list.

## Completed items

Once you check off a to-do item, it will appear in the Completed Items list. Completed items can be deleted by tapping or clicking the **trash can** icon.

## Links in To-Do items

You can include links to web pages or to people in Family Tree in your To-Dos. These links can act as short-cuts to jump right to the area of the site you want to work in.

**Notes:** These instructions are for the To-Do List on the new home page (ensure the button next to Try new home page features in the top right corner of the screen is on the right side or turned on). The To-Do List option is not available on the mobile apps, it is only available on the FamilySearch.org website.