

Global Search

WorldConnect's global search form can be used for both basic searches and advanced searches. You must enter search criteria in at least one field; you decide how many fields you wish to specify.

The screenshot shows a search form with the following fields and options:

- Surname: Exact
- Given Name:
- Birth Place: omit blanks
- Birth Year: Exact
- Death Place: omit blanks
- Death Year: Exact
- Father:
- Mother:
- Spouse:
- Skip Database:
- Updated Within: Forever
- FuzzySearch (uses soundex)
- Buttons: Search, Reset
- Dropdown menus for search criteria: Exact, Exact, Forever
- Dropdown menus for update frequency: Exact, Exact, Forever

Submitting Your Family Tree

You can submit your family tree to the WorldConnect Project via the Internet, or by sending your file through [postal mail](#).

Submitting your family tree via the Internet is a five-step process.

Step one: Create a GEDCOM-format of your family tree. A GEDCOM will usually end with the extension of .ged (for example, YourFilename.ged). Check the users manual of your genealogy program, or click [here](#) if you need further instructions on creating a GEDCOM.

Step two: Enter your choice of a user code and password for your family tree using the form in the side panel of this page, or follow the links on the main page for [RootsWeb](#) or the [WorldConnect Project](#). To see a full-sized copy of the form, click [here](#).

Each family tree you submit will need a unique user code. User codes are 3-16 characters (letters, numbers, hyphen, or underscore characters only), and **cannot contain any spaces**. It will be visible, as it becomes part of the address for your family tree. Your password will remain private. If someone else is using the code you select, you will see a notation "Password is incorrect for this user code." Simply enter a new user code should that happen.

Step three: Choose standard or advanced setup. If this is the first family tree you have submitted to the WorldConnect Project, we **strongly recommend** you use the standard option. You can use the advanced setup/edit form to at any time to modify your options.

Step four: The next screen (see below) will have your user code at the top. You will add your full name and your e-mail address. You will not need to indicate standard or advanced setup here, as this is a continuance of the previous screen.

The screenshot shows a form with the following fields and buttons:

- User Code: (your user code will show here)
- Your Name: (required)
- Your Email Address: (required)
- Buttons: Setup, Oops

[To full-size form -- use back button to return](#)

The "Oops" button is for those who arrived at this page in error, or found they were not ready to submit their files yet. Clicking on the "Setup" button will take you to the setup form you chose.

Step five: Complete the [standard setup](#) or [advanced setup](#) forms.

What is a GEDCOM?

GEDCOM is an acronym for:

GEnealogical **Data** **COM**munications. It is a file format developed by the Family History Department of The Church of Jesus Christ of Latter-day Saints (LDS). It provides a flexible and uniform format for exchanging computerized genealogical data, and allows you to share files with other researchers who may not use the same genealogy program (Family Tree Maker, RootsMagic, PAF, etc.) that you do.

You will need to convert the file in your genealogy program into GEDCOM format before it can be added to the WorldConnect Project. The conversion to a GEDCOM format results in a second file, with the file in your genealogy program remaining intact.

A GEDCOM file will usually end with the extension of .ged (for example, YourFilename.ged). You may want to check your program's user manual if .ged is not showing as the extension.

The WorldConnect Project allows you to download family trees in a GEDCOM format, providing the submitter chose that option when they submitted the file. Most genealogy programs will allow you to import GEDCOM files.

Creating a GEDCOM File

Converting your family tree to GEDCOM format will not change your original file. Instead, it creates a second file in the GEDCOM format. The exact steps needed to create a GEDCOM file will vary slightly depending on the software package you are using. The following instructions provide the basic process for creating a GEDCOM file.

1. In your genealogy program, open the family tree you want to submit to the WorldConnect Project.
2. Click the **FILE** drop-down menu.
3. Select **SAVE AS** or **EXPORT** from the menu. A new file window will display. Note: The option you select will depend on the software application you are using; your program may offer you the ability to determine which fields/taglines to export.
4. Select the location on your computer where you want to save the file.

5. In the **SAVE AS TYPE** drop-down menu, click the GEDCOM or GED selection.
6. Enter the name of the file in the **FILE NAME** field.
7. Click the **SAVE** button.
8. If an export confirmation window displays, click the **OK** button. The family tree is now saved on your computer as a GEDCOM file and is ready to submit to the WorldConnect Project.
9. Repeat this process for each family tree you are submitting, giving each a unique file name. Each will need a unique user code when submitted to the WorldConnect Project.

For specific instructions on creating a GEDCOM file in your software, refer to the user's manual for the software you are using. We have collected [instructions](#) from other researchers on GEDCOM conversions for the most popular software programs; however, your version may differ.

If you need to purchase a family history software application that will allow you to export a GEDCOM file, check out the [The Shops@Ancestry.com](#)

Comments and notes

- Submit your GEDCOM as a zip file, if you have that ability. It can substantially reduce your upload time.
- You can submit GEDCOM files containing approximately 300,000 individuals (at this time); we can increase the limit to allow for files ten times that size, if you [let us know](#).
- The WorldConnect Project supports most special [character sets](#), such as unlauded vowels.
- You can restrict some information on the living from being submitted with the choices you make when creating your GEDCOM file. Your genealogy program will help you learn how to do this; some of the [instructions](#) submitted by our users will too.
- If your program offers you the choice of GEDCOM versions, generally the most current is best.