How to Create a Profile on Wikitree

The following screen shots and steps should help walk you through creating a new profile on Wikitree.

Creating a Profile from an already existing Profile

1. If you are adding a new profile to connect to an already existing profile, start by going to the profile of the person that you want to add a person to (such as a parent, spouse, or child).



2. Click on one of the options, depending on which type of person you are going to add

WikiTree Where genealogists collaborate	First Name Cruci Name on Watchlist	ani		@[#] +	My Menu		My WikiTree 👌 Cruciani-17 🗾 Add 🕀 Find 🔑 Help 💡
Pietro Ci	ruciani (bef.	178	6) ^{UserII}	D ID Link 15° URL Cite			
	Pietro Cruciani's Profile	Edit	Images	Tree Apps	Changes	Privacy	[public view]
	Categories Com	nents	Family Group	Family Tim	neline Mat	ches S	ources
Pietro <u>Cruciani</u> Born befere 1786 (pure of birth?) Son of (father?) of (mother?) Herband verse santerelli — married (marriage date?) (marriage location?)				ן נ נ נ	DNA No known carriers of <u>Pietro's Y-chromosome</u> or <u>his mother's</u> <u>mitochondrial DNA</u> have taken <u>yDNA</u> or <u>mtDNA</u> tests. No close relatives have taken a <u>23andMe</u> . <u>AncestryDNA</u> . or <u>Family Tree</u> <u>DNA "Family Finder"</u> test.		
Father of <u>crociano crucieni</u> , <u>Angelo Anton</u>	<u>iio Cruciani</u> , <u>Girolamo Cruci</u>	ani, <u>Sante</u>	<u>e Cruciani</u> and	DESCENDAN	ITS 🖣	Collabo	ration
Died [death date?] [place or death?] Profile manager: Caroline Verworn 🖂 🖂 [send p)	rivate message]				IESTIONS	└→ <u>Edi</u> im	<u>it</u> : As a member of <u>the Trusted List</u> you're invited to <u>prove this profile</u> and <u>upload images</u> .
Cruciani-17 created 22 Apr 2022 Last modified 2 22 Apr 2023 19:38: You added <u>Girolamo Cruciani (1815-1895</u>)	22 Apr 2023 Last <u>tracked char</u> as child of <u>Pietro Cruciani (bef.</u> 1	g <u>e</u> : <u>786-)</u> . (add	led Girolamo, sc	on of Pietro)		⊶ Pri <u>Ma</u>	vate Messages: <u>Send a private message to the Profile</u> <u>inager</u> . (Best when privacy is an issue.)
This page has been accessed 33 times. Help cousins find this profile.						Pu <u>Fee</u> edi	blic Comments: These will appear below and on <u>Activity</u> <u>eds</u> . (Best for messages specifically directed to those (ting this profile. Limit 20 per day.)
Categories: Italian Roots Pascelupo, L	<u>Umbria One Place Study</u>					Con Pu	blic Q&A: These will appear above and in the nealogist-to-Genealogist (GZC) Forum. (Best for whing directed to the wild capacity (computing)

3. Assuming you already have checked that this person you are adding is NOT already on Wikitree, then you want to select the radial for "Create a new profile..."

🙆 WikiTree	First Name	Cruciani		My Menu	My WikiTree 👌 Cruciani-17 🛂 Add ቿ Find 🔑 Help 🔮	
Where genealogists collaborate	Name on Watchlis	t				
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• b. 1786-00-00						
	<u> </u>					
• Create a new profile for his	child					
or						
O Connect an existing profile	as his child					
or						
O Remove his child						
O Crociano	o Cruciani (<u>Cruc</u>	<u>iani-19</u>)				
 Angelo A 	Antonio Crucian	i (<u>Cruciani-16</u>)				
O Girolam	o Cruciani (<u>Cruc</u>	<u>ciani-21</u>)				
O Sante Ci	uciani (<u>Crucian</u>	<u>i-9)</u>				
Giovann	i Cruciani (<u>Cruc</u>	<u>iani-20</u>)				
CONTINUE						

- 4. Click the "CONTINUE" button
- 5. Input the data (such as name, birth date and place, death date and place, sex at birth, etc) for the person you want to add

WikiTree Where genealogists coll	aborate First Name Cruciani		My Menu	My WikiTree 🏚 Cruciani-17 📮 Add 连 Find 🔑 Help 💡				
Add child of <u>I</u>	Pietro Cruciani	9						
• b. 1786-00-00	• b. 1786-00-00							
Steps: Enter basic dat a	a > Review matches > Family connec	tions > Add source >	Create and edit	profile.				
→ MINIMAL TABBING								
First Name at Birth:	Required, or 'Anonymous' or 'Unknown'	ø						
Preferred First Name:		e	e					
Middle Name:		O no middle name	O no middle name					
Last Name at Birth:	Cruciani	e						
Current/Married Last Name:		e						
	Name prefix, suffix, and all other info can be entered later.							
Birth Date:	Birth or death da	ate (or <u>estimate</u>) required	unless living. 🖌					
Birth Location:	○ estimated/uncertain ○ certain/exact ○ before	this date O after this date O	blank for extra privac	9 Y				
Death Date:	Suggest location names in another language.							
	○ estimated/uncertain but non-living ○ certain/exact ○ before this date ○ after this date ○ blank because living							
Death Location:	Θ							
Sex at Birth:	♥ 0							
ВАСК СС	DNTINUE							

- 6. Once you have filled out the information you have for your new person, click the "CONTINUE" button
- 7. The next page wants you to confirm certain family connections (*this step will just depend on how and who you connected the new person to when first starting*). i.e. my example is showing that I'm adding Caterina, daughter of Pietro, and wants me to confirm that Pietro's wife is ALSO Caterina's parent



8. If everyone looks right, then click the "CONTINUE" button

9. In this step, you will add the source information you have to support the person you are creating.

WikiTree Where genealogists collabora	First Name Cruciani		My Menu	My WikiTree 🧙 Cruciani-17 🛂 Add 🗄 Find	₽ Help 🔮
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• b. 1786-00-00					
ightarrow Caterina Cru	ciani (1820 -)				
Steps: Enter basic data > Pr	eview matches > Family conne	ctions > Add source >	Create and edit	profile	
Steps. Effet basic data > R				oronie.	
Advanced Option: Switch to Text Editing	Default to Advanced Option 🛛				
Source(s): A source for this child	d is needed.				
Sources for Pietro C	ruciani 🖌				
Explanation: Optional explanato	ry comment	ø			
Explanations appear	in <u>activity feeds</u> like this: Caroline (V	Vernon) Verworn added 1	K as child of Y	(<u>Found in 1860 census.)</u>	
BACK PROC	EED TO CREATE NEW PRO	OFILE			

- 10. Once you have put in your information in the source box for your person, click the "PROCEED TO CREATE NEW PROFILE" button
- 11. This will create the new profile! <u>Great job!</u> When it completes creating the profile, it takes you directly to the "Edit" page for the profile you just created. (*this is new from the recent profile creating update Wikitree pushed. It didn't use to take you to this page*). You don't have to do anything else at this step, unless you want to add some research notes, categories, etc.

Creating a Profile that does not connect to an existing Profile

1. Go to the top right on the Wikitree page and hover over the "Add" button

WikiTree Where genealogists collaborate	First Name Cruciani Name on Watchlist		 @ # +	My Menu		My WikiTree 🏚 Cru	ciani-22 Add 🛨	Find 🧕 Help 🔮
Changes Saved Would you like to share wh Participating in a <u>communit</u>	at you've contributed with frier ty challenge? CHALLENGE T	nds and family?	SHAREABLE T	REE IMAGE			C	9 Share 0
Caterin	a Cruciani (182	20) UserID I Li UF Ci	D nk LL te					
	Caterina Cruciani's Profile	Edit Images	Tree Apps	Changes	Privacy	[public view]		
	Comments F	amily Group Fan	nily Timeline M	latches S	ources			
Caterina <u>Cruciani</u> Born 1820 (place of birth?) Daughter of <u>Pietro Cruciani</u> and <u>Frances</u> Sister of <u>Crociano Cruciani</u> , <u>Angelo Anto</u>	<u>ica Santerelli</u> nio Cruciani, <u>Girolamo Cruciani</u> ,	<u>Sante Cruciani</u> and	<u>Giovanni Crucia</u>	DN No hav 23a	VA known ca ve taken a andMe, An	rriers of <u>Caterina's</u> n <u>mtDNA test</u> . No c i <u>cestryDNA</u> , or <u>Fam</u>	ancestors' mitocho lose relatives have f ily Tree DNA "Famil	<u>ndrial DNA</u> taken a <u>y Finder"</u> test.
[add sibling] [spouse?]				Co	llabora	tion		
[<u>children?]</u> Died <u>[death date?]</u> [<u>place of death?]</u>				C	<u>Edit:</u>	As a member of <u>the</u> ove this profile and	<u>Trusted List</u> you're <u>upload images</u> .	invited to
Profile manager: <u>Caroline Verworn</u> I I I Isenc Cruciani-22 created 22 Apr 2023 Last <u>tracked</u> 22 Apr 2023 20:15: <u>You edited the Status Indicators</u> for <u>Cat</u>	<u>l private message] I change: erina Cruciani (1820-)</u> . (status indicator	·s)	PROBLEMS/QUEST	TIONS	Privat <u>Mana</u>	te Messages: <u>Send a</u> ag <u>er</u> . (Best when pri	a private message t vacy is an issue.)	o the Profile
Help cousins find this profile. Biography					Feeds Feeds	c Comments: These <u>s</u> . (Best for message ng this profile. Limit	e will appear below es specifically direct 20 per day.)	ed to those
Caterina was born in 1820. She is the da	nughter of <u>Pietro Cruciani</u> and <u>Fra</u>	ancesca Santerelli.		C	Public <u>Gene</u> anyth	c Q&A: These will ap alogist-to-Genealog	opear above and in gist (G2G) Forum. (B wider genealogy co	the est for
When you hover over th When you hover over th Where genealogists collaborate	rst Name Cruciani	menu will	рор ир. м 🛨 Му Мепи	I	My WikiTr	ee 🤨 Cruciani-22 💋	Add Find P Help	• •
Changes Saved Would you like to share what y Participating in a community cl	ou've contributed with friends an nallenge? CHALLENGE TRACK	nd family? SHAR	EABLE TREE IM/	AGE			Followed Tags How to Add Family Invitations Matches & Merges New Free-Space New Person	
Caterina	Cruciani (1820)	UserID ID Link URL Cite					New Project	
	aterina Cruciani's Profile		Apps Chapge	s Privacy	foublics	ewl		

3. In that menu, select "New person"

2.

4. This will take you to an "Add an Unrelated Person" page, where you'll want to input all your information for your person you want to add, then when ready, click the "CONTINUE" button

WikiTree Where genealogists coll	aborate First Name I Last Name or IC		My Menu	My WikiTree ฎ Vernon-2152 😰 Add 🗄 Find 🔑 Help (
Add an Unrel	ated Person			
Steps: Enter basic dat	a > Review matches > Add source > Cr	eate and edit profil	le.	
This page is for adding some	ne who is unrelated to any existing profile on Wi	kiTree. <u>Here is how to ac</u>	dd family. 🛛	
→ MINIMAL TABBING				
First Name at Birth:	Required, or 'Anonymous' or 'Unknown'	e		
Preferred First Name:		(if different from First	Name at Birth)	
Middle Name:		O no middle name		
Last Name at Birth:	Required, or 'Anonymous' or 'Unknown'	ø		
Current/Married Last Name:		e		
	Name prefix, suffix, and all other info can be ente	ered later.		
Birth Date:	Birth or death date	(or <u>estimate</u>) required	unless living. 🛛	
	○ estimated/uncertain ○ certain/exact ○ before thi	is date O after this date O	blank for extra privad	≂y
Birth Location:				0
Death Date:	Suggest location names in another language.			
Death Date.	• • • • • • • • • • • • • • • • • • •			
Death Location:	estimated/uncertain but non-living certain/exact	t O before this date O at	rter this date 🔾 blank	
Sex at Birth:	v 9			
CONTINUE				
				[top

5. I am assuming the rest will be very similar to the steps I outlined above. I have not added anyone "unrelated" currently, and don't have someone to add via that way to show in an example.

Using the Antenati App, Creating a Citation, adding to a Profile

The following steps will show you how to utilize the Antenati app that Greg Clarke created, where to put the source citation so it shows up on the profile in view mode. These steps assume that you already installed Greg's Antenati App per his instructions during the January 2023 Connect A Thon.

1. When you're looking at your desired record in Antenati, you'll want to click the AntApp button you created when installing/setting up the app per Greg's previous instructions.

Archivio di Stato di Avellino > Stato civile della restau	ione > Gesualdo > 1860						□ :
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2. Once you click that "AntApp" button, the "Antenati Citation Builder" webpage will open up. It auto-fills some data based on the Antenati source you had open when clicking the app.

Antenati Citation Builder

Use the form below to create a WikiTree source citation for a record found on Antenati.san.beniculturali.it for Italian records. (Scroll to bottom of page for help links.) Last update: 12 August 2022

1. Fill out the coloured sections of the form below.

Register:

1860

- 2. Click the Compile Citation button to assemble the pieces together into one REF citation /REF chunk of text.
- 3. Click the Copy Citation button to copy the reference to your clipboard. (May need to scroll down)
- 4. Paste the citation into the WikiTree profile you are currently editing.

	Clear All			
	The Antenati Record			
Record URL:	URL: (Copy and paste the entire URL into the text box below.) This info will be used to assemble the appropriate citation.			
	https://antenati.cultura.gov.it/ark:/12657/an_ua375215/02aGWld?lang=en			
Person(s) name:	(Enter Bride & Groom for a Matrimonio record, otherwise, just a single person's full name.			
Year :				
Atto # :				
Image # :	(Enter image # only - OR - N of M (e.g. 7 of 19) if desired.			
Location Descriptor : (optional)	(Choose WHERE on the image the record begins, to help others locate it easily. OR leave it blank by choosing			
	Info from Antenati website			
This information should	load automatically, but if it does not, you can fill it in by hand.			
Archive:	Archivio di Stato di Avellino			
Era:	Stato civile della restaurazione			
Town:	Gesualdo			
Record Type:	Nati			

3. You will want to fill in the rest of the information when and where possible. This additional information will be utilized in the citation, so it will be helpful to fill out as much as possible.

Antenati Citation Builder

Use the form below to create a WikiTree source citation for a record found on Antenati.san.beniculturali.it for Italian records. (Scroll to bottom of page for help links.) Last update: 12 August 2022

- 1. Fill out the coloured sections of the form below.
- Click the Compile Citation button to assemble the pieces together into one REF citation /REF chunk of text.
 Click the Copy Citation button to copy the reference to your clipboard. (May need to scroll down)
 Paste the citation into the WikiTree profile you are currently editing.

Close All

		Cicui Aii
	The Antenati Record	
Record URL:	(Copy and paste the entire URL into the text box below.)	
	This info will be used to assemble the appropriate citation.	
	https://antenati.eaftura.gov.it/ark:/12657/an_ua375215/02aGWld?lang=en	
Person(s) name:	(Enter Pride & Groom for a Matrimonio record, otherwise, just a single person's full name.	
Year :		
Atto # :		
Image # :	(Enter image # only - OR - N of M (e.g. 7 of 19) if desired.	
Location Descriptor : (optional)	Choose WHERE on the image the record begins, to help others locate it easily. OR leave it blank by	choosing
	Info from Antenati website	
This information should	load automatically, but if it does not, you can fill it in by hand.	
Archive:	Archivio di Stato di Avellino	
Era:	Stato civile della restaurazione	
Town:	Gesualdo	
Record Type:	Nati	
Register:	1860	

4. Once you have filled out the blanks, you will want to click the radial button that says "No Ref Tags"

	The Antenati Record
Record URL:	(Copy and paste the entire URL into the text box below.)
	This info will be used to assemble the appropriate citation.
	(Enter Bride & Cream for a Matrimonia record, otherwise, just a single person's full name
Person(s) name.	Maria Aldorasi
Year :	1860
Atto # :	
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indge # .	49 of 85
Location Descriptor :	(Choose WHERE on the image the record begins, to help others locate it easily. OR leave it blank by choosing
(optional)	left side of image 🗸
	Info from Antenati website
This information should	load automatically, but if it does not, you can fill it in by hand.
Archive:	Archivio di Stato di Avellino
Era:	Stato civile della restaurazione
Town:	Gesualdo
Record Type:	Nati
Register:	1860
	BONUS INFO (optional)
Final Note/	
(Optional)	
	Note: In some browsers, you can resize this textbox by dragging on bottom right corner downwards.
	Check this box to replace new line characters (when you hit ENTER) in Final Note with code This will force WikiTree to respect the new line formatting of your transcription.
	(Useful for lists, e.g. census data)
	Compile Citation
	○ Simple Ref ○ Named Ref ● No Ref tags
Citation	
	Copy Citation

5. Then click the "Compile Citation" button

	The Antenati Record
Record URL:	(Copy and paste the entire URL into the text box below.)
	https://antenati.cultura.gov.it/ark:/12657/an_ua375215/02aGWld?lang=en
Person(s) name:	(Enter Bride & Groom for a Matrimonio record, otherwise, just a single person's full name.
	Maria Aldorasi
Year :	1860
Atto # :	92
Image # :	(Enter image # only - OR - N of M (e.g. 7 of 19) if desired. 49 of 85
Location Descriptor : (optional)	(Choose WHERE on the image the record begins, to help others locate it easily. OR leave it blank by choosing left side of image
	Info from Antenati website
This information should	load automatically, but if it does not, you can fill it in by hand.
Archive:	Archivio di Stato di Avellino
Era:	Stato civile della restaurazione
Town:	Gesualdo
Record Type:	Nati
Register:	1860
	BONUS INFO (optional)
Final Note/ Transcription: <i>(Optional)</i>	
	Note: In some browsers, you can resize this textbox by dragging on bottom right corner downwards.
	Check this box to replace new line characters (when you hit ENTER) in Final Note with code This writh force WikiTree to respect the new line formatting of your transcription. Useful for lists, exa. census data)
Citation	Compile Citation Simple Ref Named Ref No Ref tags
	Copy Citation

6. Once you have clicked the "Compile Citation" button, you will see a bunch of text in the "Citation" box, as shown below

	The Antenati Record
Record URL:	(Copy and paste the entire URL into the text box below.)
	Inis info will be used to assemble the appropriate citation. https://antenati.cultura.gov.it/ark:/12657/an_ua375215/02aGWld?lang=en
Person(s) name:	(Enter Bride & Groom for a Matrimonio record, otherwise, just a single person's full name.
	Maria Aldorasi
Year :	1860
Atto # :	92
Image # :	(Enter image # only - OR - N of M (e.g. 7 of 19) if desired. 49 of 85
Location Descriptor : (optional)	(Choose WHERE on the image the record begins, to help others locate it easily. OR leave it blank by choosing left side of image
	Info from Antenati website
This information should	load automatically, but if it does not, you can fill it in by hand.
Archive.	
Era:	Stato civile della restaurazione
Town:	Gesualdo
Record Type:	Nati
Register:	1860
	BONUS INFO (optional)
Transcription:	
(Optional)	/
	Note: In some browsers, you can resize this textbox by dragging on bottom right corner downwards.
	Check this box to replace new line characters (when you hit ENTER) in Final Note with code
	This will force WikiFree to respect the new line formatting of your transcription. (Useful for Hsts, e.g. census data)
	Compile Citation
	○ Simple Ref ○ Named Ref ● No Ref tags
Citation	* Portale Antenati, "Atti di Nascita", "'Birth of Maria Aldorasi"'. Accessed on 23 Apr 2023 from antenati.san.beniculturali.it Source: Archivio di Stato di Avellino - Stato civile della restaurazione - Gesualdo - 1860 - Nati - Atto 92 - [https://antenati.cultura.gov.it/ark:/12657/an_ua375215/02aGWld left side of image 49 of 85]
	Copy Classion

- 7. Now, you can click the "Copy Citation" button. This will copy the citation that was created in the citation box. (*please note that you only want to copy when you are ready to put this citation into the sources box when creating a profile*).
- 8. Assuming you are at the step where you need to input the source information when you are creating a new profile, as stated above, copy the citation you created using the "Antenati Citation Builder App," then paste it into the sources box (*pictured below*).

Add Sibling of <u>Antonio Aldorasi</u> ID 🛩 🛛

- b. 1857-09-10 Gesualdo, Avellino, Campania, Italy
- d. 1893-08-21 Gesualdo, Avellino, Campania, Italy

ightarrow Maria Aldorasi (1860 -)

Steps: Enter basic data > Review matches > Family connections > Add source > Create and edit profile.



- 9. Then you can click the "Proceed to Create New Profile" button
- 10. As I mentioned in a previous section, after you have created a new profile, it automatically takes you to the "edit" screen of that profile you have just created. Here, you can see in the "Edit Text" section, there is a "Biography" and "Sources" section. Within the sources section, you can see the citation that was put into the sources box when creating the profile.



11. When you view the profile in the regular view mode, this is what that section will look like

Biography

Maria was born in 1860. She is the daughter of Pasquale Aldorasi and Maria Petruzzo.

Sources

 Portale Antenati, Atti di Nascita, Birth of Maria Aldorasi. Accessed on 23 Apr 2023 from antenati.san.beniculturali.it Source: Archivio di Stato di Avellino - Stato civile della restaurazione -Gesualdo - 1860 - Nati - Atto 92 - <u>left side of image 49 of 85</u>

Adding additional sections to the Biography

1. Return to "Edit" mode of the new profile you have created (*if you never left, ignore this and just head to the next step*).

 Specifically, for the Corato profiles, we have been adding a few specific sections. At a minimum, each profile should have the default ==Biography== and ==Sources== sections. (see below example).

Edit Text @

This is for Maria's biography and sources. It might also include research notes and categories. [example]

BI		•	H	Ø		E	С	cite you	ır so	urce!
Source	s Tem	plates	Ca	tegoi	ries	Biogr	aphy	Misc	Ē	B

== Biography ==
Maria was born in 1860. She is the daughter of [[Aldorasi-2 Pasquale <u>Aldorasi]]</u> and [[Petruzzo-20 Maria <u>Petruzzo]]</u> .
== Sources == <references></references> * Portale Antenati, "Atti di Nascita", "'Birth of Maria Aldorasi'''. Accessed on 23 Apr 2023 from antenati.san.beniculturali.it Source: Archivio di Stato di Avellino - Stato civile della restaurazione - Gesualdo - 1860 - Nati - Atto 92 - [https://antenati.cultura.gov.it/ark:/12657/an_ua375215/02aGWld left side of image 49 of 85]

3. When you are in "Edit" mode, above the ==Biography== line, you will want to add the Corato location and Corato one place study categories AND the Corato OPS sticker.

Edit Text Ø

This is for Paolo's biography and sources. It might also include research notes and categories. [example]





[[Category:Corato, Bari]]

[[Category:Corato, Puglia One Place Study]] {{One Place Study|place=Corato, Puglia|category=Corato, Puglia One Place Study}}

4. Underneath the ==Biography== section, you will want to then add a new section ==Research Notes== (This is where you can add all that text about the Corato research that we have been putting on all the profiles). == Research Notes ==

All Corato sources come either from Antenati (1809-1900) [http://dl.antenati.san.beniculturali.it/v/Archivio+di+Stato+di+Bari/Stato+civile+ napoleonico/Corato/ Napoleonic] / [http://dl.antenati.san.beniculturali.it/v/Archivio+di+Stato+di+Bari/Stato+civile+ della+restaurazione/Corato/ Restoration] / [http://dl.antenati.san.beniculturali.it/v/Archivio+di+Stato+di+Bari/Stato+civile+ italiano/Corato/ Civil State] records or the FamilySearch [https://www.familysearch.org/search/catalog/391160? availability=Family%20History%20Library Trani Tribunale collection] (1901-1910). Further help with research in Corato can be obtained from our albero genealogico coratino, and from our database containing about 20,000 photos of authentic records. Full instructions for use of these resources can be found [http://www.emigrazione-corato.org/pages/article-html/how-to-use-thealbero-genealogico-coratino-and-the-database.html on this site].

N= birth, M=marriage, PubMar=marriage bann, D=death, atto=n° of act, vue = image number. Records before 1809 come mainly from marriage records 1835-65, which include death dates of father and grandfather if father of bride or groom is deceased. Baptism and marriage dates before 1809 come from Corato Church records.

5. After that section, add a new section ==x Note== (this is where you can put in the note about being an x-lineage connection to someone, so only add this where needed).

=== x Note === x-lineage for [https://www.wikitree.com/wiki/De_Robertis-6 <u>Savinella</u> de <u>Robertis</u>]

- 6. Both the ==Research Notes== and ==x Note== sections will be **BELOW** the ==Biography== section, but **ABOVE** the ==Sources== section.
- 7. Once finished adding these sections, you can save your work and then be done.