

WeAre.xyz

Bringing people & places to life

Archives - how it all works

A Practical Guide

For Family Archives & One Place Studies

Simon Davies

Founder, WeAre.xyz

2026 Edition



Archive Orientation Tutorial

CONTENTS

The Home Section – where is all starts	4
Home Section TABs	5
The Six Section Types	19
Navigating Between Sections	20
The Tree	20
The Families Menu	20
The Navigator Menu	21
Search	22
Other Section TABs	23
Individual Section TABS	23
Families Section TABS	25
Occasions Section TABS	25
Artifacts Section TABS	26
Places Section TABS	26
TAGs - how content knows which Sections to appear in	27
Example: Tagging a Place	27
Content Creation	29
Content Items	29
Sections (focused buckets of Content)	29
Content Creation from within a Section TAB	29
Content Creation using the 'Add Content' Button	30
Bookmarking	31

Archives Menu	31
Private/Public Archives.....	32
Sharing in more detail.....	32
Sharing from a Private Archive	33
Personal Drop-down Menu	34
Invite.....	34
Personal Settings.....	34
My Articles	35
My Media.....	35
My Ask Family Requests.....	35
Send Feedback.....	35
Log Out	35
‘Send Feedback’ and ‘Ask Family’ Buttons	36
‘Send Feedback’	36
‘Ask Family’	36
Help and Help Sidebar.....	37
Blogs Menu	39
Support & Further Help.....	41
Good luck!.....	41
Send Feedback.....	41
Email Support.....	41
YouTube Playlist	41
Facebook Group.....	41
Online Manuals	41
Introduction to WeAre.xyz Community & Groups	41
Creating An Article Reference Manual	41

The Home Section – where it all starts

At the end of onboarding, you will find yourself in the Home Section looking at this Welcome page and its message from me to you. Scroll down and you will find links to various tutorial videos. These are also accessible in the Help menu at the top of the screen.

Once you are more familiar with your archive, you need to edit this page, delete anything you don't want, and craft a Welcome page from YOU to your relatives. They will see this first once you have invited them into their shiny new Family Archive (more on Invites later).



Image: the screen that greets you after onboarding

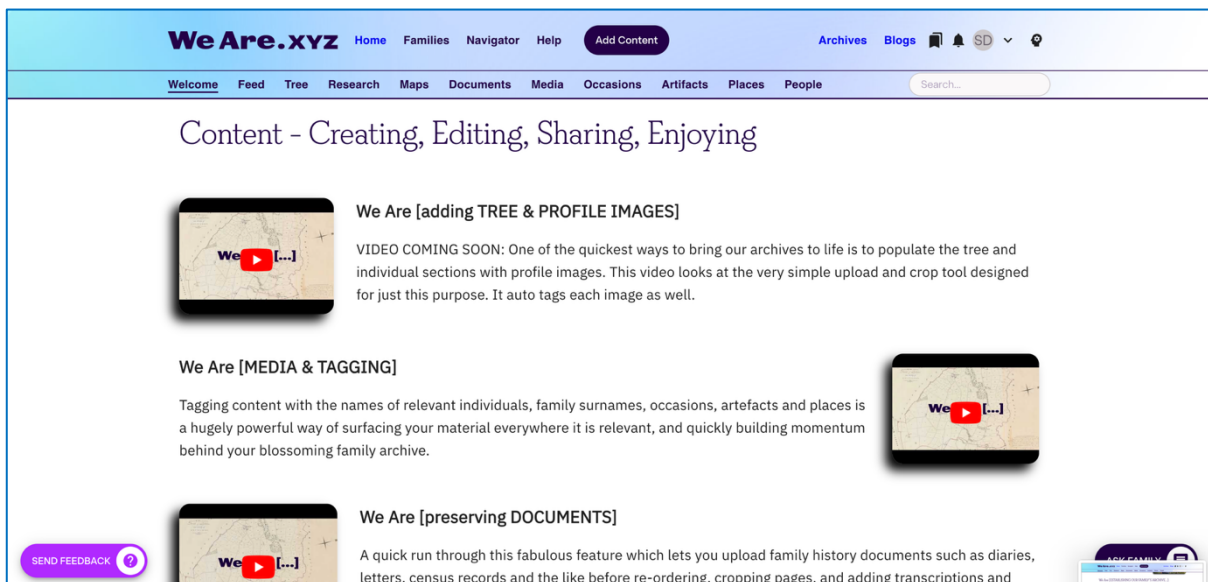
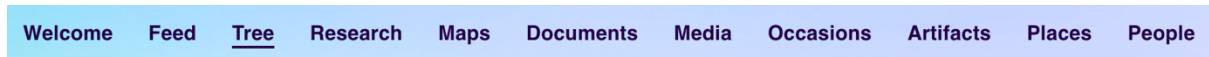


Image: scrolling down to access tutorial videos

Home Section TABs

The **‘Welcome’** page is one of several ‘TABs’ you can open in the Home Section. Whenever you click **‘Home’** at the top of any screen you will be taken to the **‘Tree’** TAB of this Home Section. The image below shows the complete row of Home Section TABs:



Let’s look at each TAB in more detail:

Welcome TAB – as mentioned previously, this page is where you craft a personal greeting to family members you will invite into your Family’s Archive. Initially it comes pre-populated with a welcome message from myself and links to video tutorials.

Feed TAB – contains all content such as articles, documents and images with the latest at the top. This is the easiest way to see what archive members have been up to.

Note the ‘Add Article’ and ‘Upload Media’ buttons. Using these will generate untagged content which you can then TAG to make sure it shows up in the relevant Sections of your archive (the six section types are Family, Individual, Place, Occasion, Artifact); but it is better to go into one of these Sections and generate the content there so it auto-tags to that section (explained in more detail later in this handout). Content generated in a Section auto-tags to that Section (do not worry about this for now, more on Sections and TAGs later).

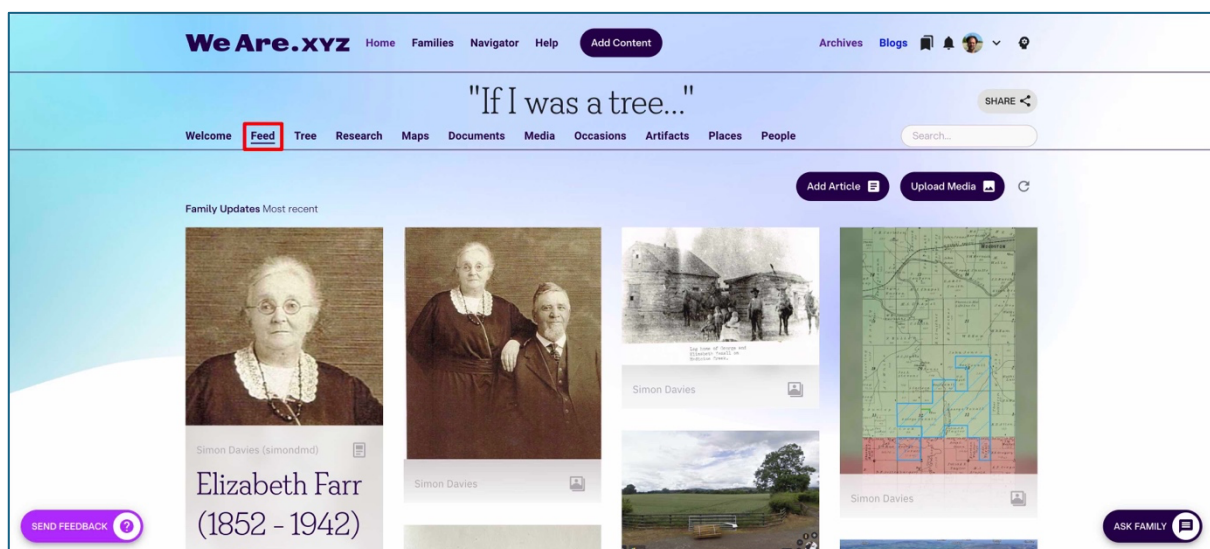


Image: home section ‘Feed’ TAB showing an article on Elizabeth Farr as the last content added

Tree TAB – if you identified yourself in the tree during onboarding, the Home Section ‘Tree’ TAB will put you at its centre. Note the ‘Tree Edit’ button with which you can manually add and delete people in tree.

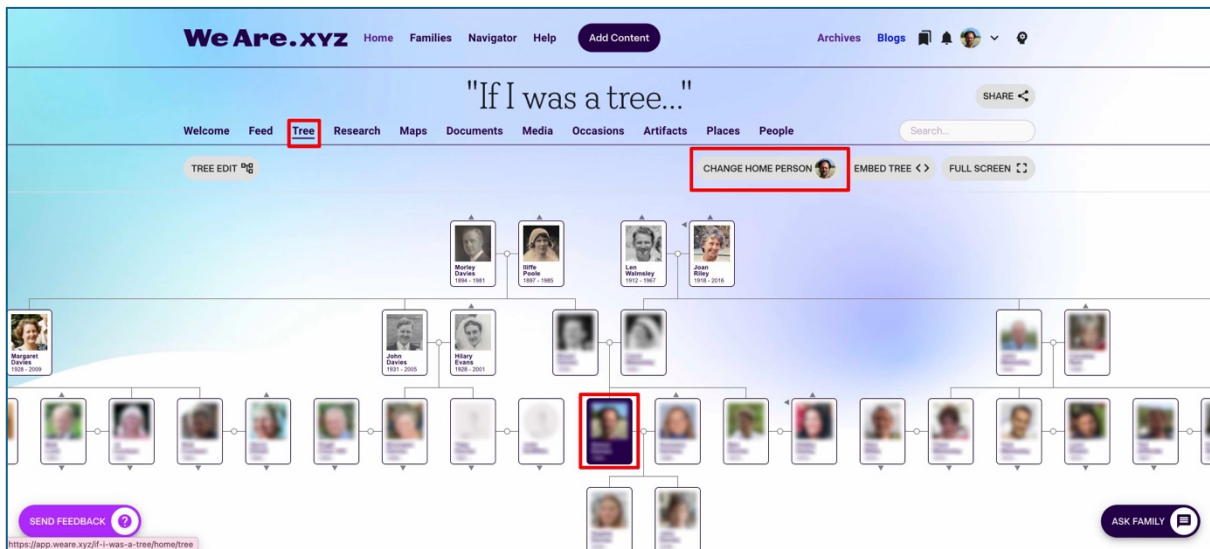


Image: This is my Family Archive with me at the centre of the Home Tree

VERY IMPORTANTLY, one of our most innovative features is that when you invite relatives who are in the family tree, they will find themselves at the centre of the Home Tree which is displayed for them. This is part of how your family’s archive makes each member feel that it is their archive as well as yours.

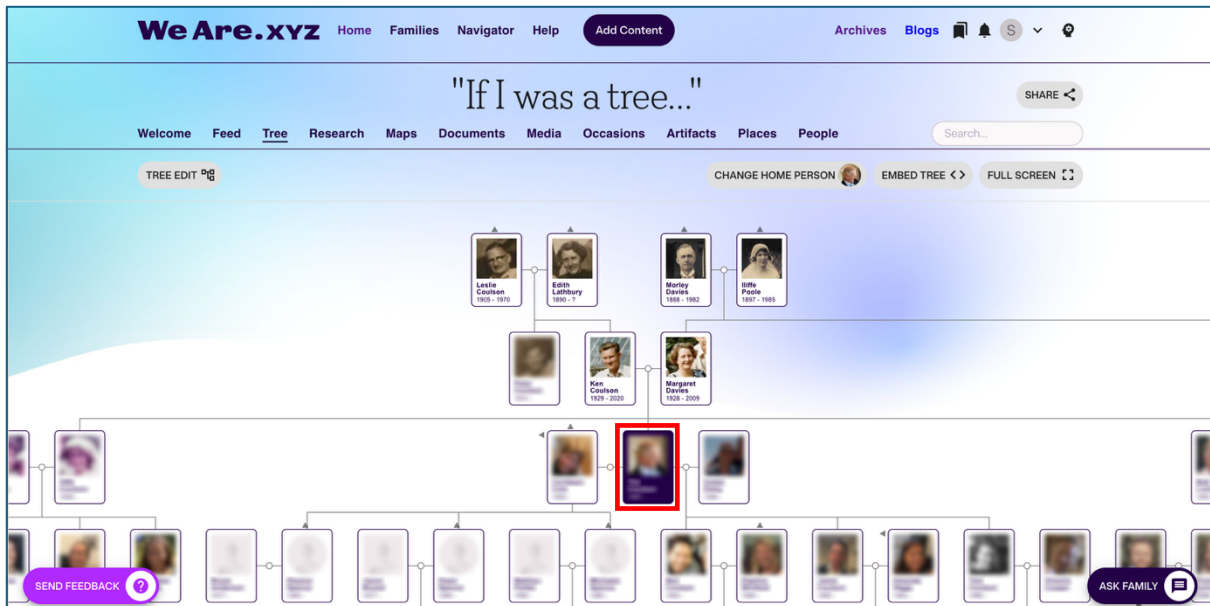


Image: same Family Archive with my cousin Tim logged in and showing at the tree’s centre

Note that you can override and change the tree’s Home Person to experience a different perspective. This does not change who you are in the tree if you have set this during onboarding.

Note: during onboarding you may have set yourself as NOT in the tree; for example, you may be a professional working on a client’s archive or simply making an archive on a family to which you are not related. Change Home Person still works in the same way.

Click on any person in the Tree to go to their **Individual Section's 'Tree'** tab. In this way, you can skip around the tree, exploring and discovering. More on the **'Individual Section'** layout later.

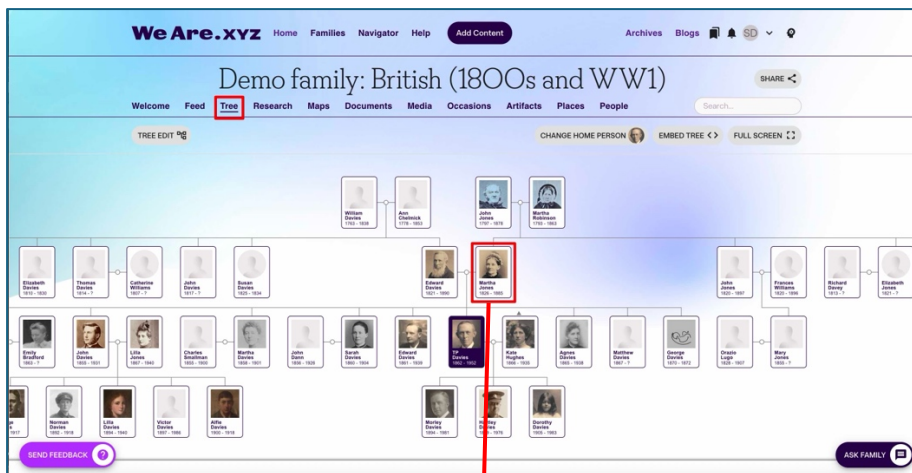


Image: starting on Home Section Tree TAB, click to access the green **'Individual Sections'**

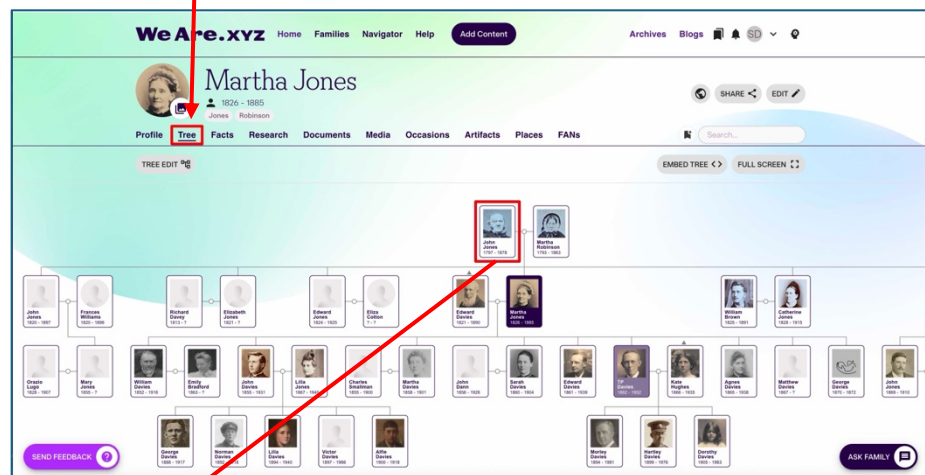


Image: Martha Jones' dedicated **'Individual Section'**

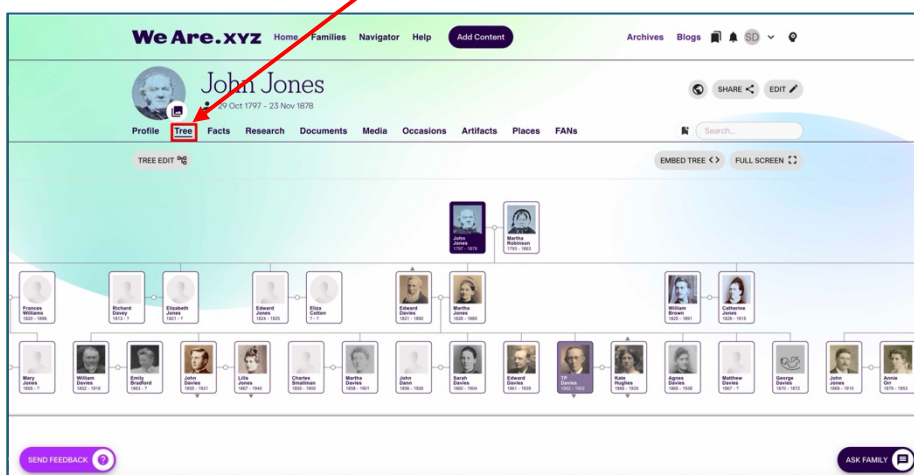


Image: John Jones' dedicated **'Individual Section'**

Research TAB – this is where ‘articles’ live. All articles created in any Section of your Family Archive appear in this TAB. Note the ‘Add Article’ button on the right; if you use this be sure to add TAGs to the article so it appears in relevant Sections of your archive.

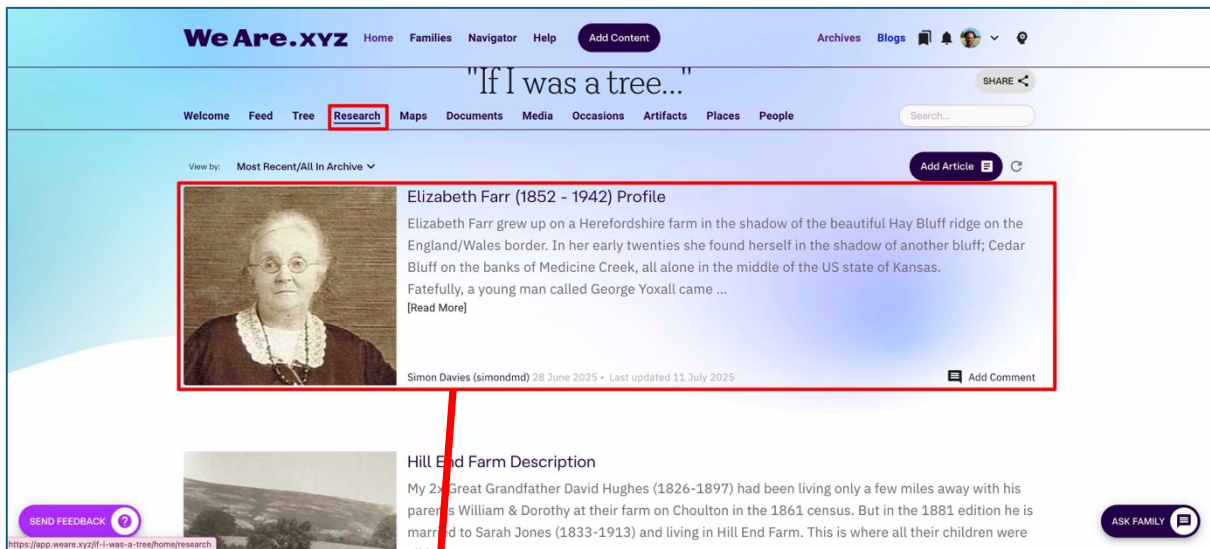


Image: list of articles in Home Section Research TAB

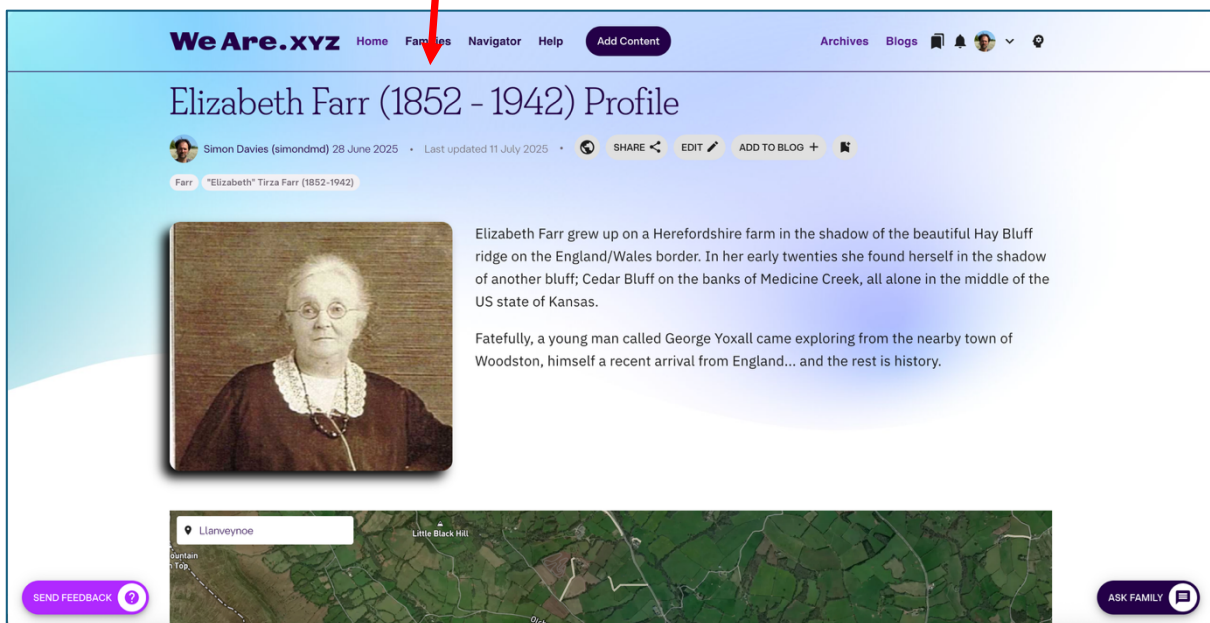
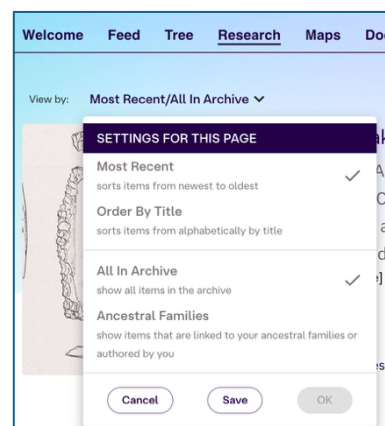


Image: opened article

The article list has a drop-down filter to sort articles as shown here to the right.

If you set the filter to ‘**Ancestral Families**’ it will only show articles concerning families you are directly descended from. In this way more distant relatives such as cousins and second cousins will experience their archive as highly relevant and focused on themselves.



Maps TAB – In this TAB you access all maps either created via this page or generated using the ‘Map Block’ feature within articles (covered in article creation, and map specific tutorials).

Note the ‘Create Map’ button on the right for generating Maps directly into this list.

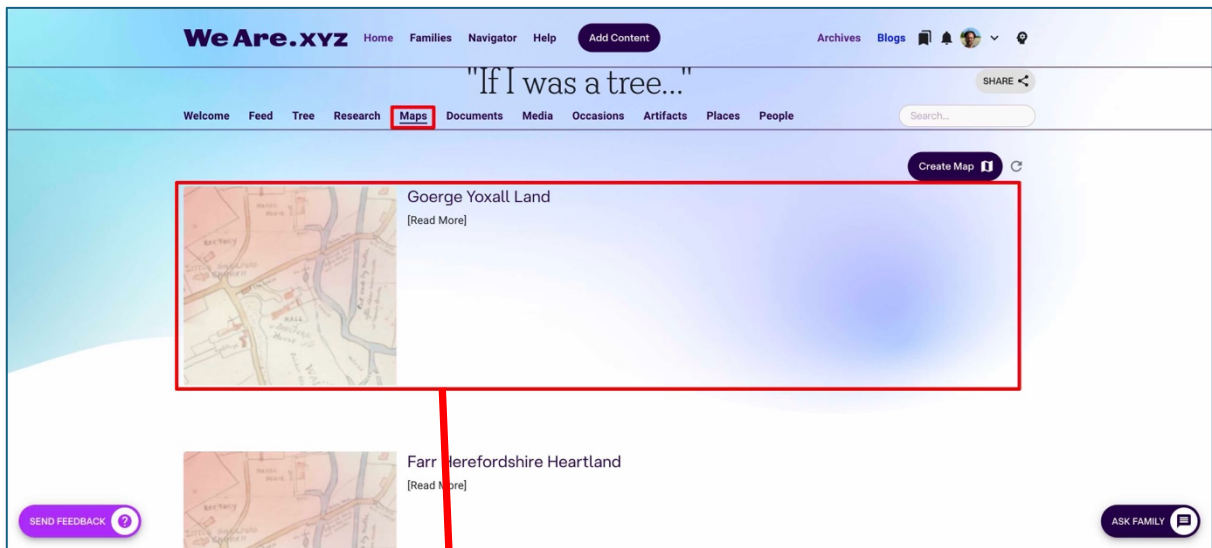


Image: list of maps

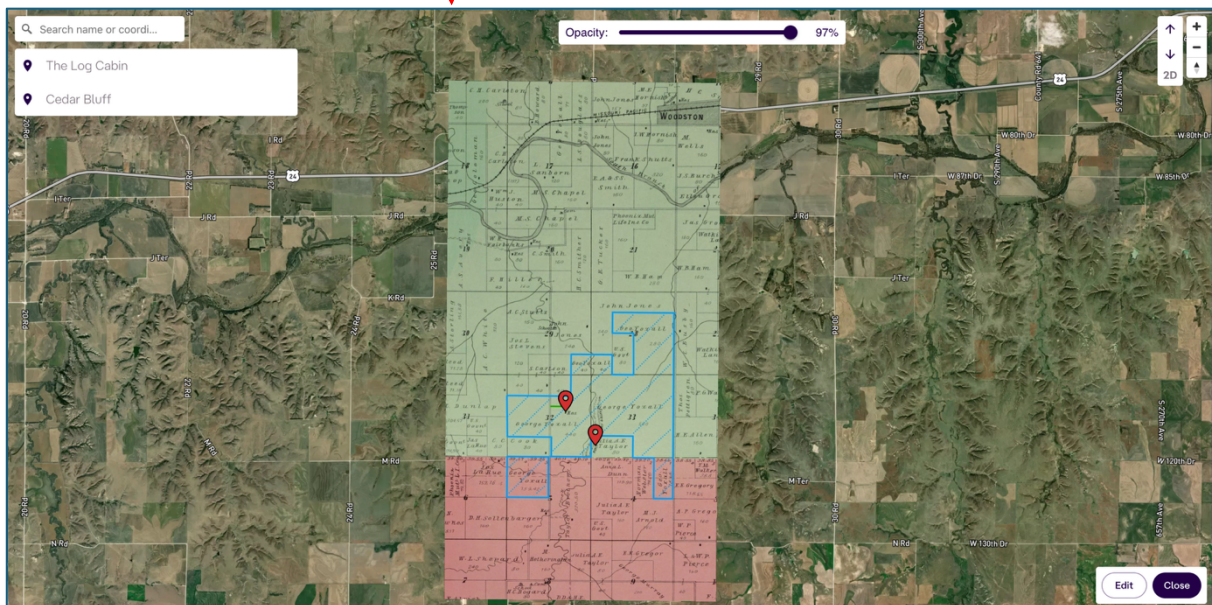


Image: open map showing a Plat Map stitched onto globe, and two specific place markers

Documents TAB – this TAB contains an aggregated list of Documents from across your archive. Note the ‘Upload Document’ button option.

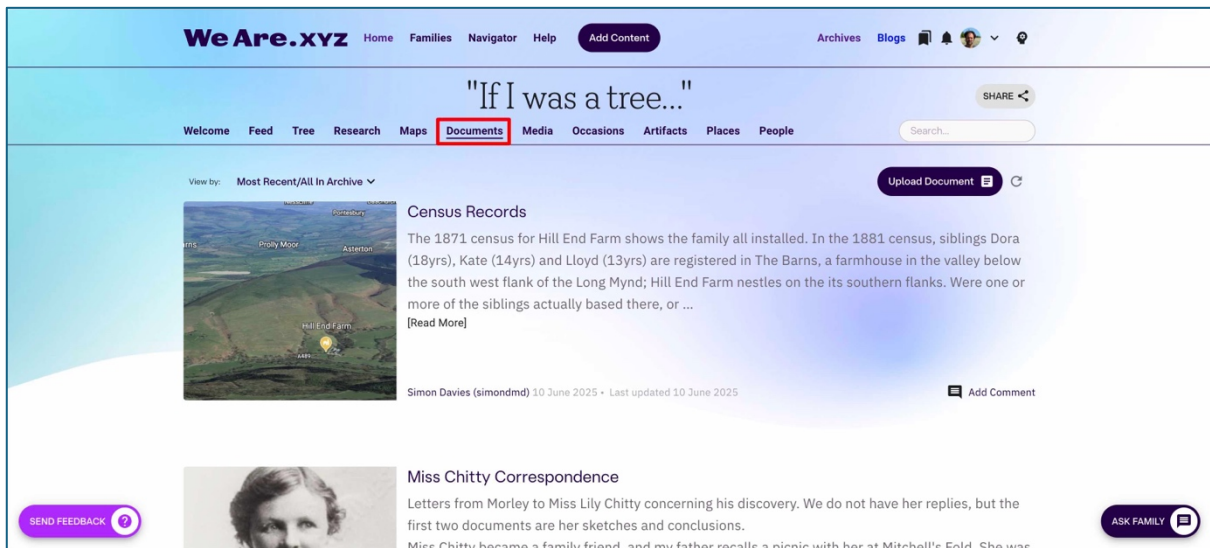


Image: List of documents under ‘Document’ TAB in Home Section

Each Document is a special article in which there is a specific content block for embedding single or multi-page documents in jpeg, png, pdf and other image formats (see bottom left image).

Each document page image can be opened and transcribed if desired, zoomed in, even given specific hotspot links (covered in other tutorials). Around the document pages you can add any other article content block in order to give interesting background information on the document itself and generally bring it to life. Take a look at this example of the original Magna Carta: [click here](#)

Example Document: the will of David Hughes (1758-1830):

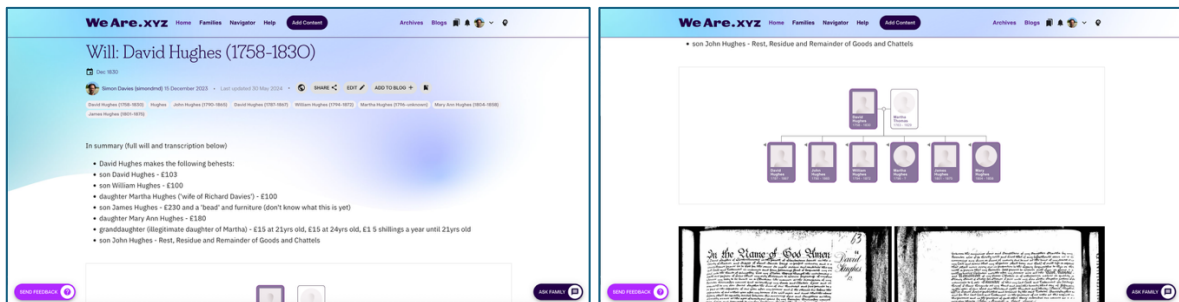


Image: top of Document explaining key points of a will, and tree of persons mentioned within

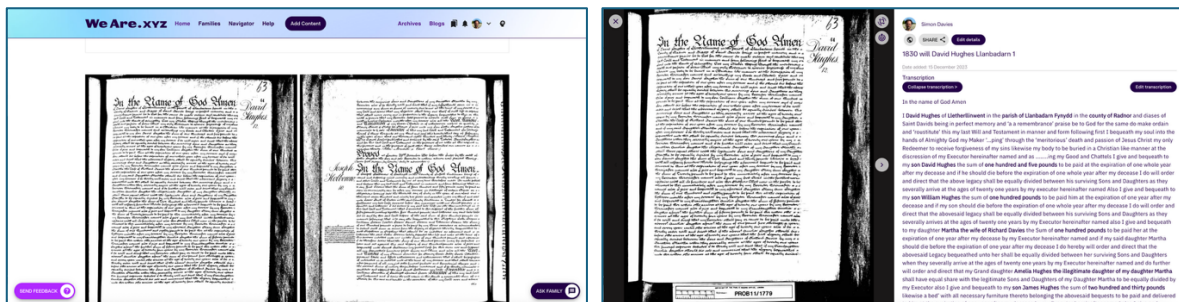


Image: the specific document pages, and one page opened and showing transcription. Note you can zoom in to inspect the words close up

Media TAB – This consists of two sub-TABS: ‘All Media’ and ‘Albums’. Note that if you have any Albums this sub-TAB will take precedence. Note ‘Upload Media’ button for adding images.

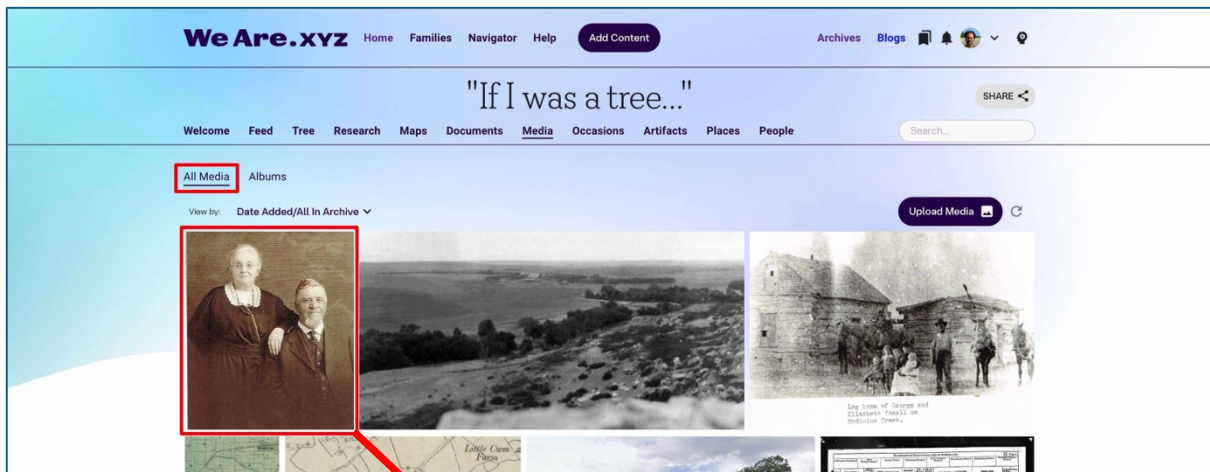


Image: The ‘All Media’ sub-TAB



Image: click on edit details to open dialog box shown below

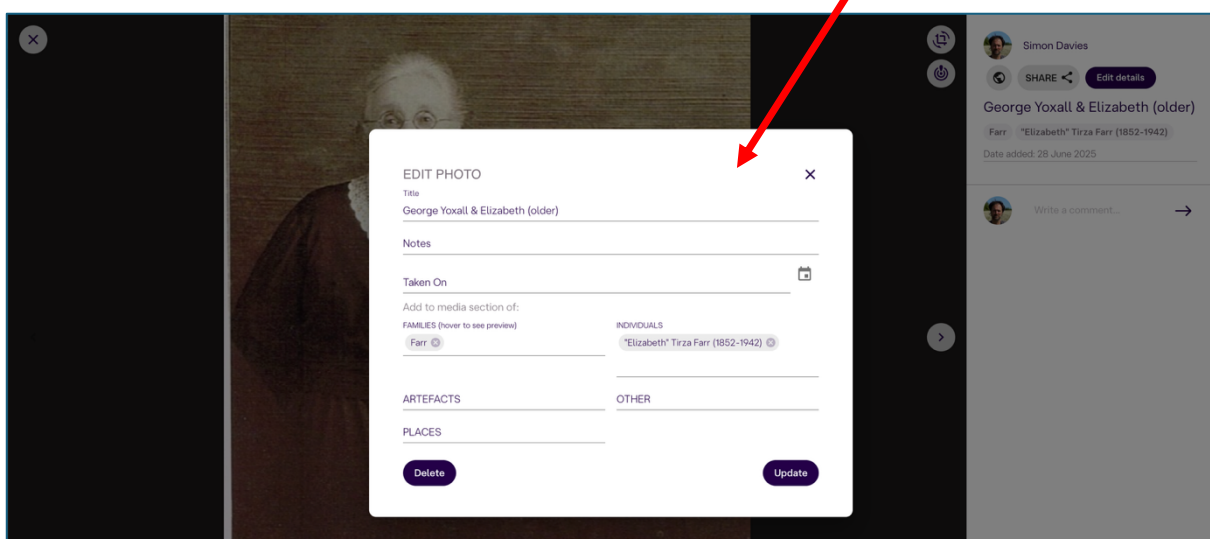


Image: dialog for editing image details and TAGs (more on TAGs later)

Here you can see the 'Albums' sub-TAB and navigation to an album. Note the 'Create Album' button which allows you to upload new images and pick from your archive's library. Note that if you Create an album in a Section and upload new images into it, all those images will be tagged to that Section, as well as the Album.

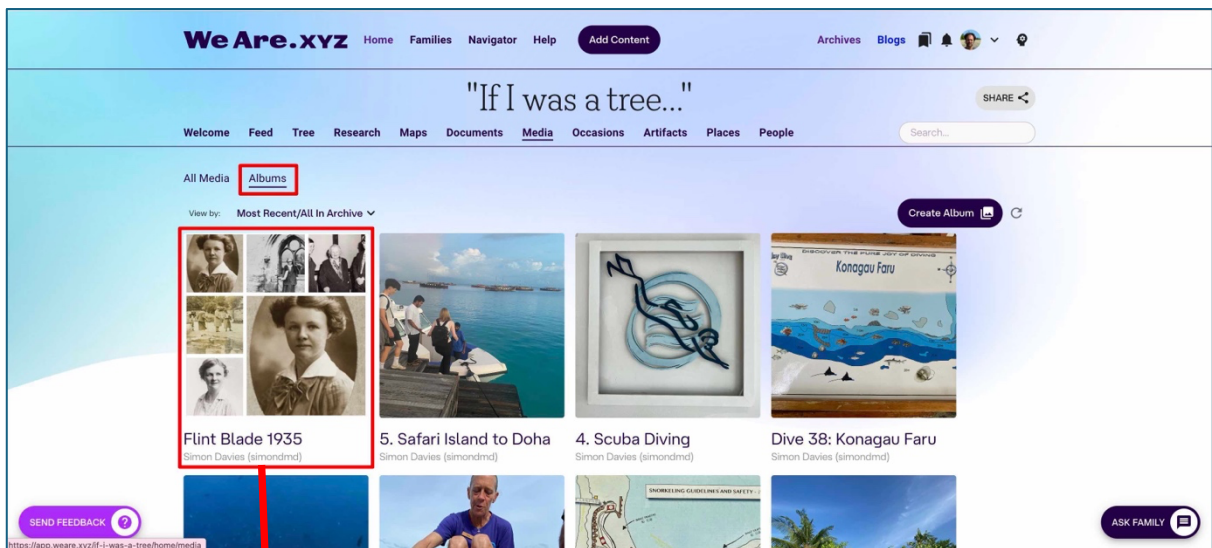


Image: the 'Albums' sub-TAB

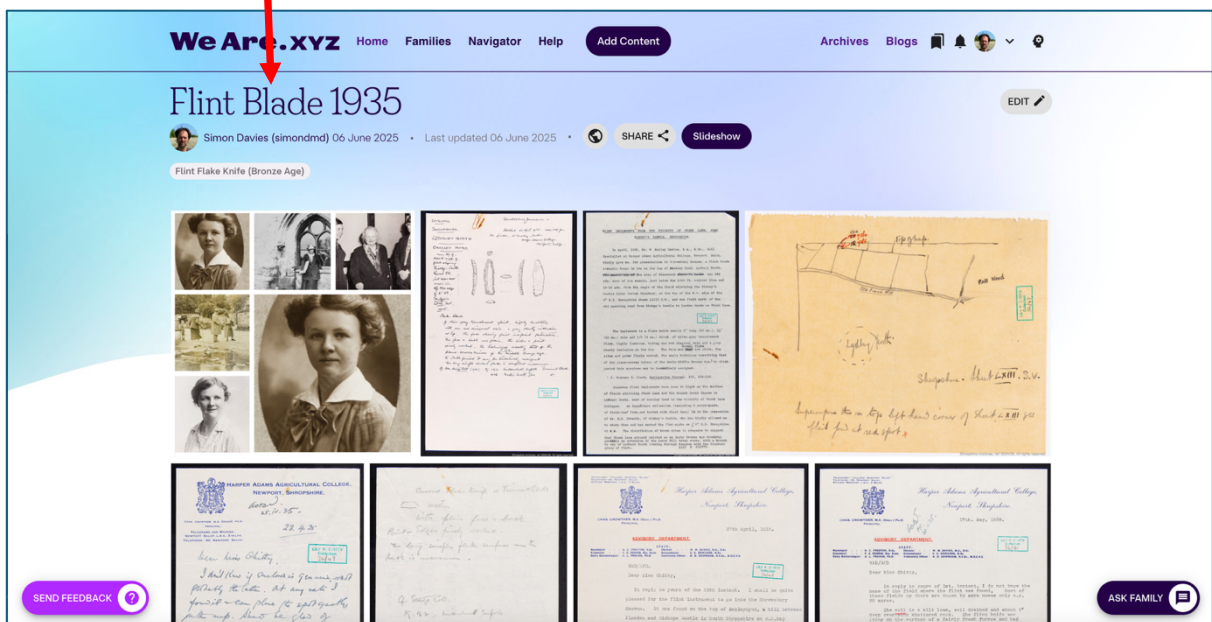
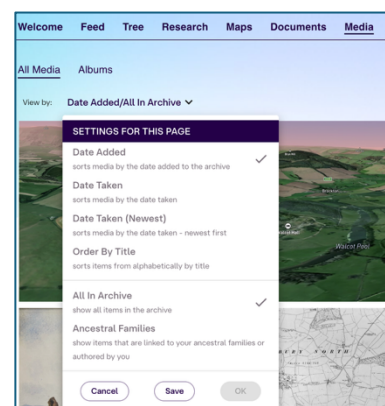


Image: the images within the 'Flint Blade 1935' Album. Note the TAG linking it to the Artifact Section created for this flint knife found by my Grandfather in 1935

Each of these sub-TABs pulls together images from across your archive which can be filtered as per the filter menu shown here.

The Home Section 'All Media' page is a bit overwhelming; you are better navigating to a particular Section of interest (e.g. Individual, Place, Artifact...) and viewing 'All Media' relating to that Section.



Occasions TAB – this TAB contains an index/list of all ‘Occasion Sections’ in your archive. Click on any Occasion in the list to open this dedicated Section type. All Occasion Sections are pink as you can see below. Note ‘Add Occasion’ button for creating new Occasions.

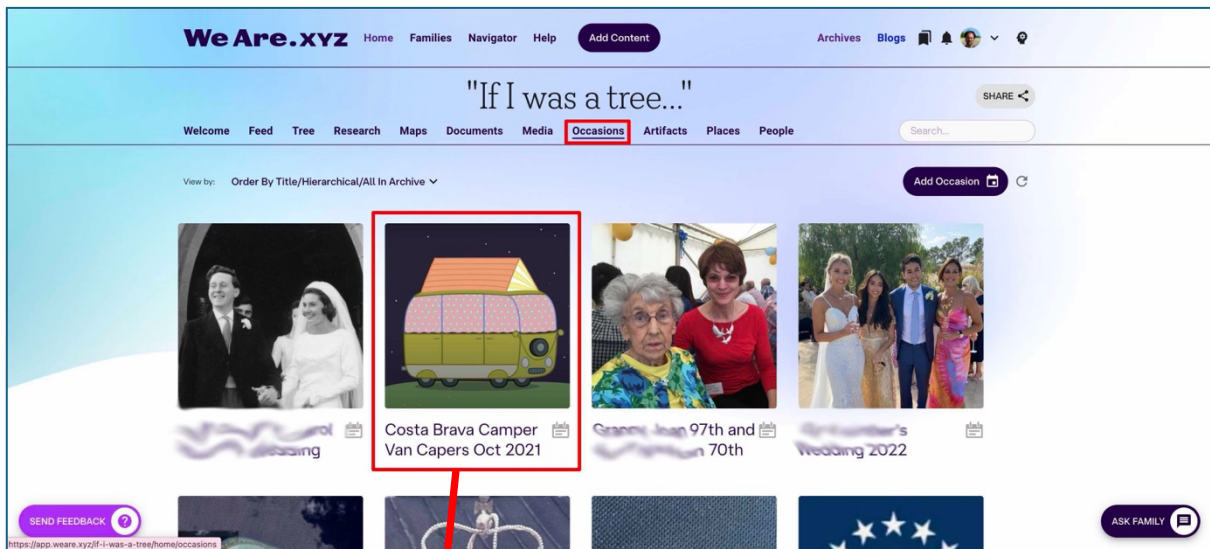


Image: The Occasion TAB page displaying all the Occasions in the archive

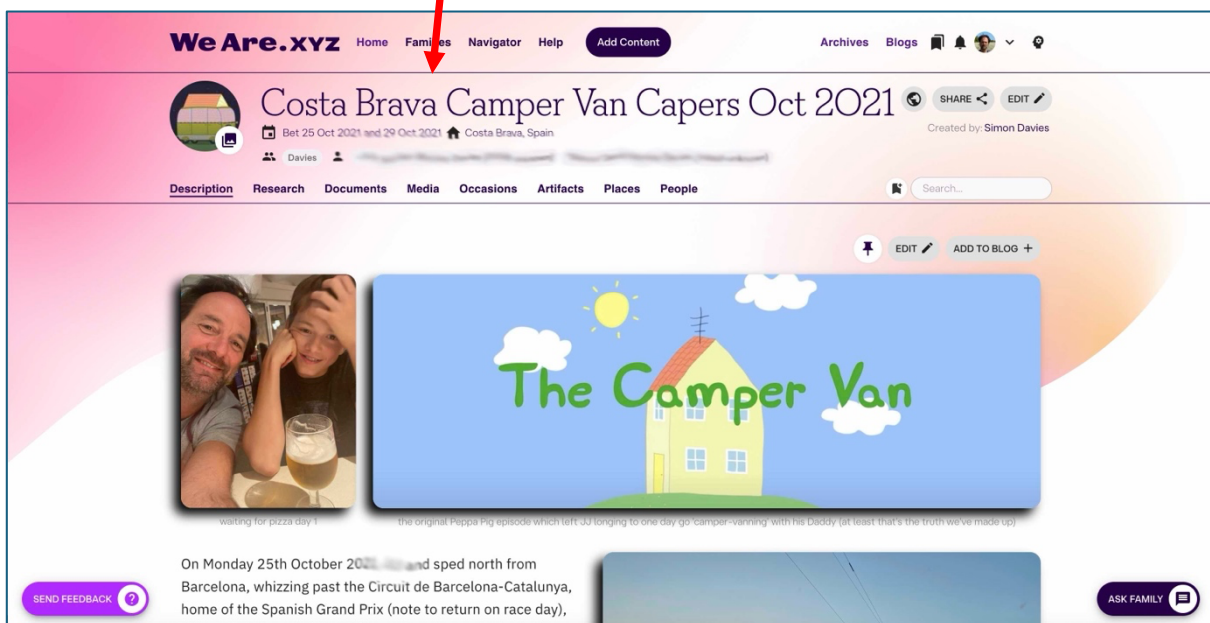


Image: a personal favourite occasion of my own, destined to be the future past!

‘Occasion Sections’ are looked at in more detail later in this handout.

Artifacts TAB – this TAB contains an index/list of all ‘Artifact Sections’ in your archive. Click on any Artifact in the list to open this dedicated Section type. All ‘Artifact Sections’ are orange as you can see below. Note ‘Add Artifact’ button for creating new Artifacts.

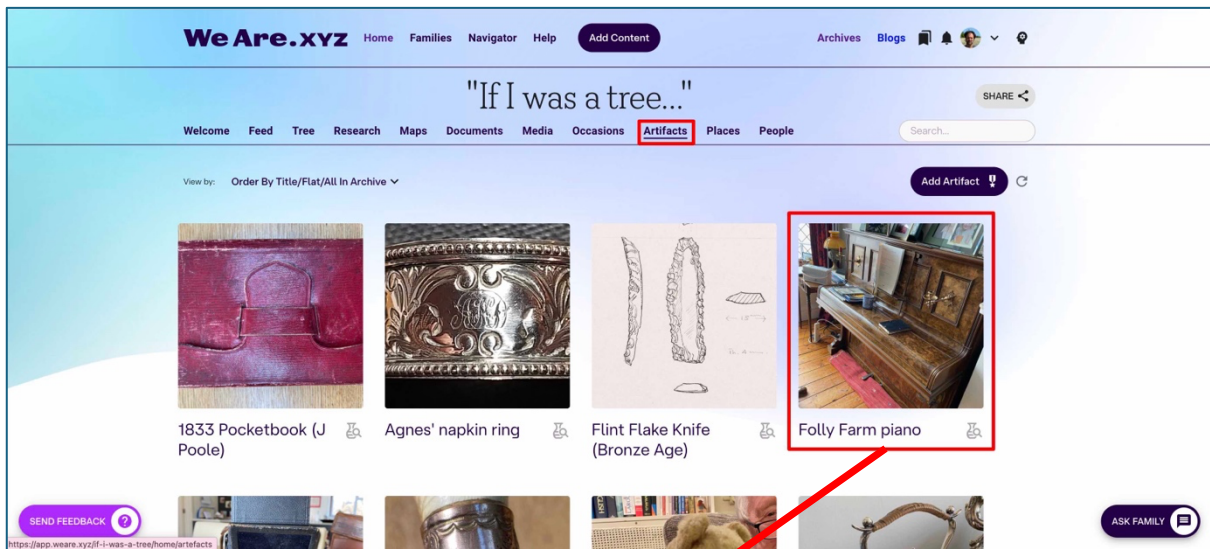


Image: the Artifact TAB page displaying all the Artifacts in the archive

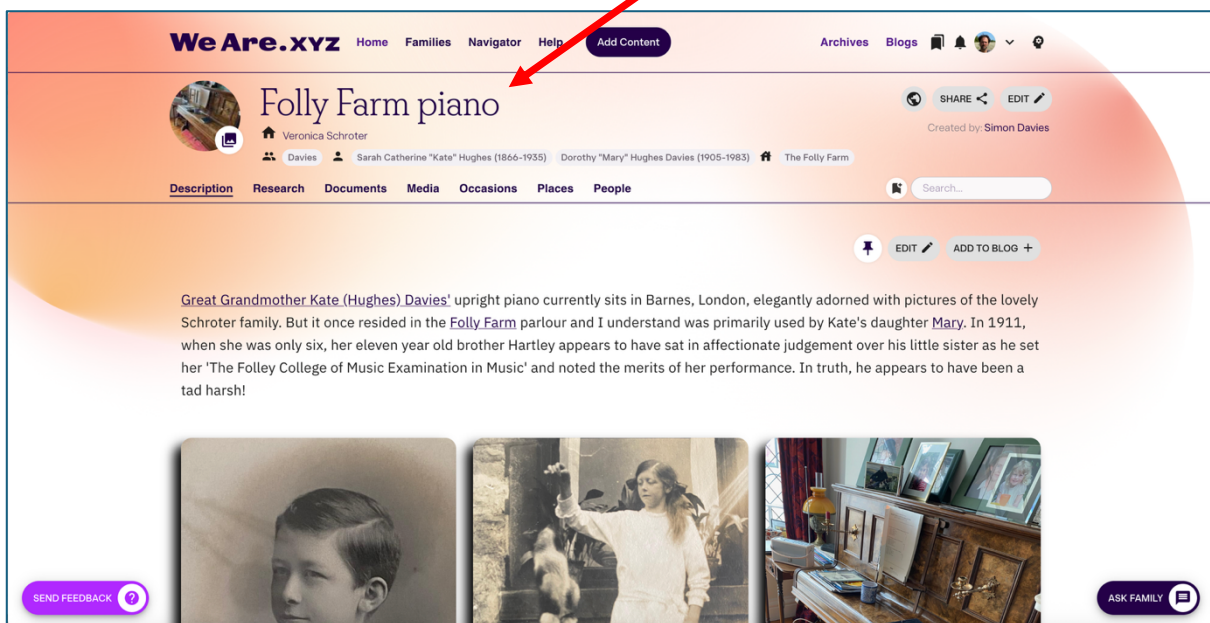


Image: my Great Grandmother’s piano in its own ‘Artifact Section’

‘Artifact Sections’ are looked at in more detail later in this handout.

Places TAB – this TAB contains an index/list of all ‘Place Sections’ in your archive. Click on any Place in the list to open this dedicated Section type. All ‘Place Sections’ are lime/lemon yellow as you can see below. Note ‘Add Place’ button for creating new Places.

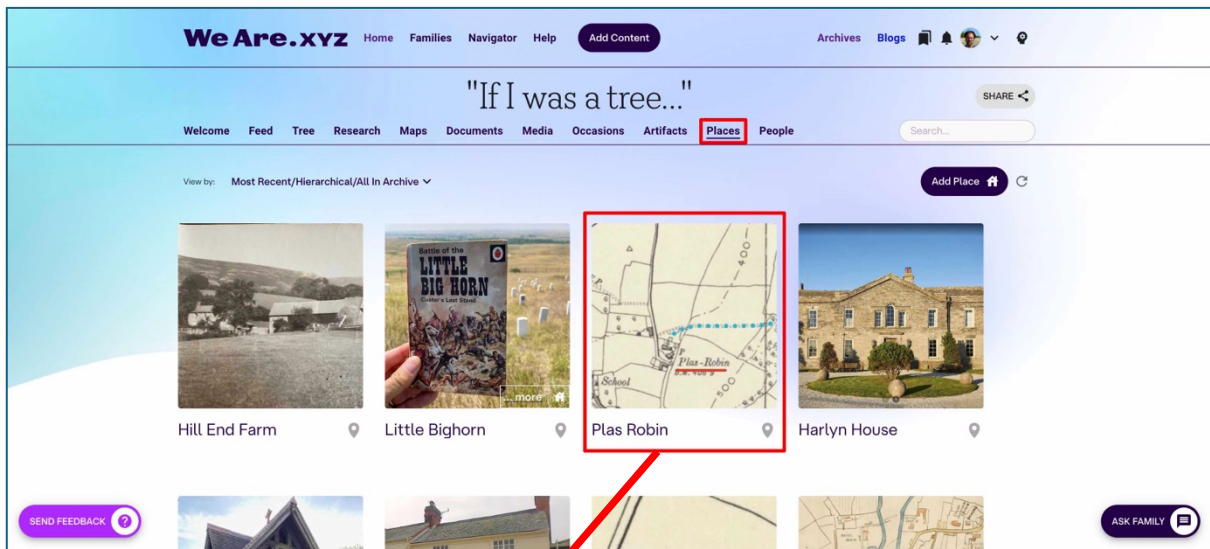


Image: the Places TAB page displaying all the Places in the archive

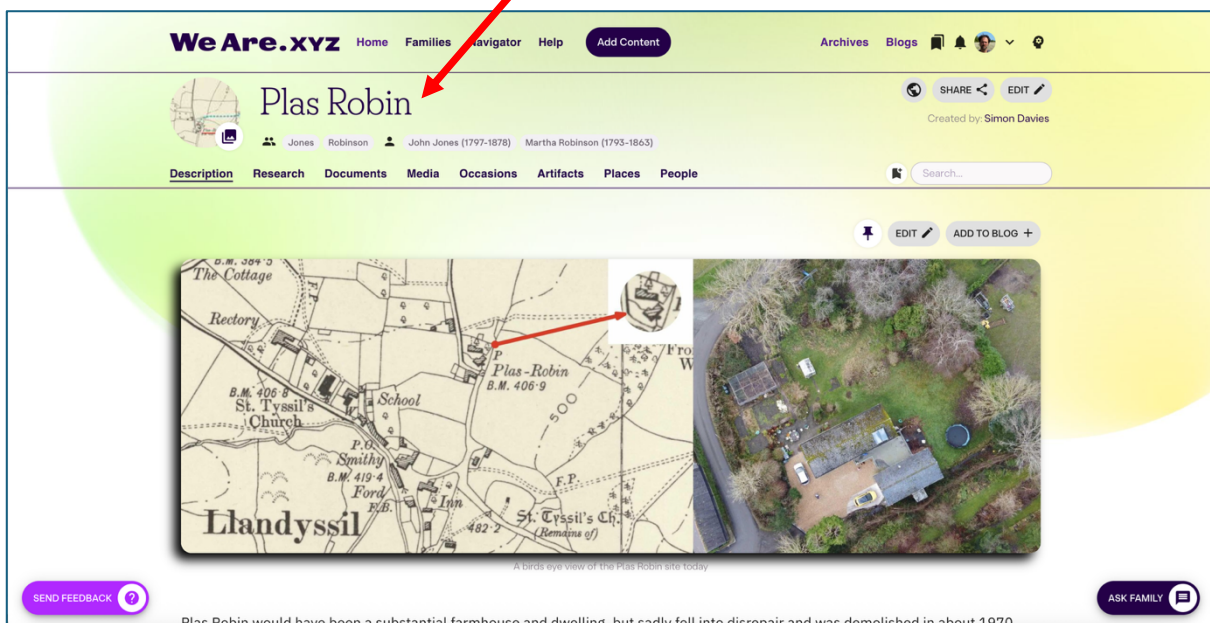
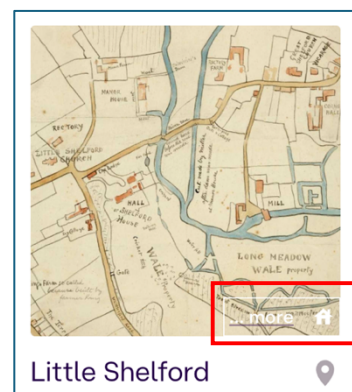
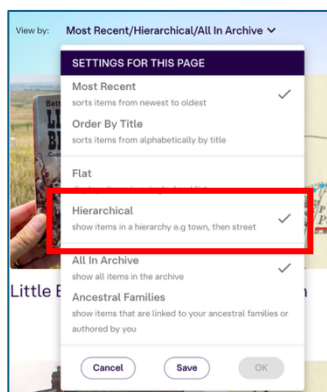
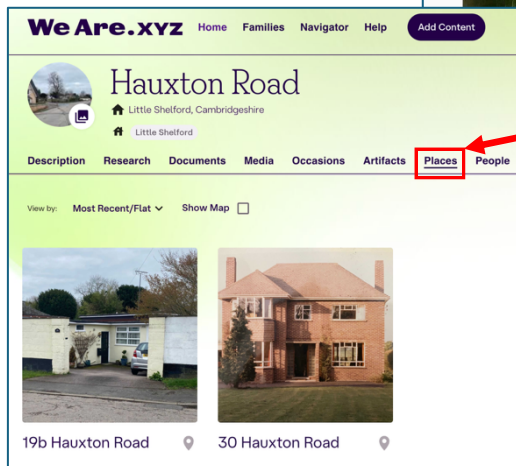
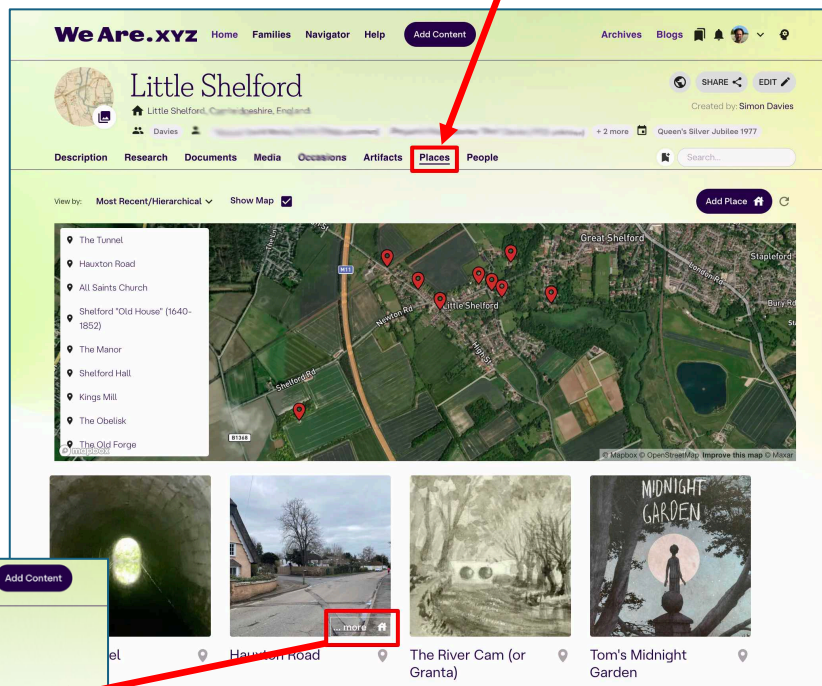
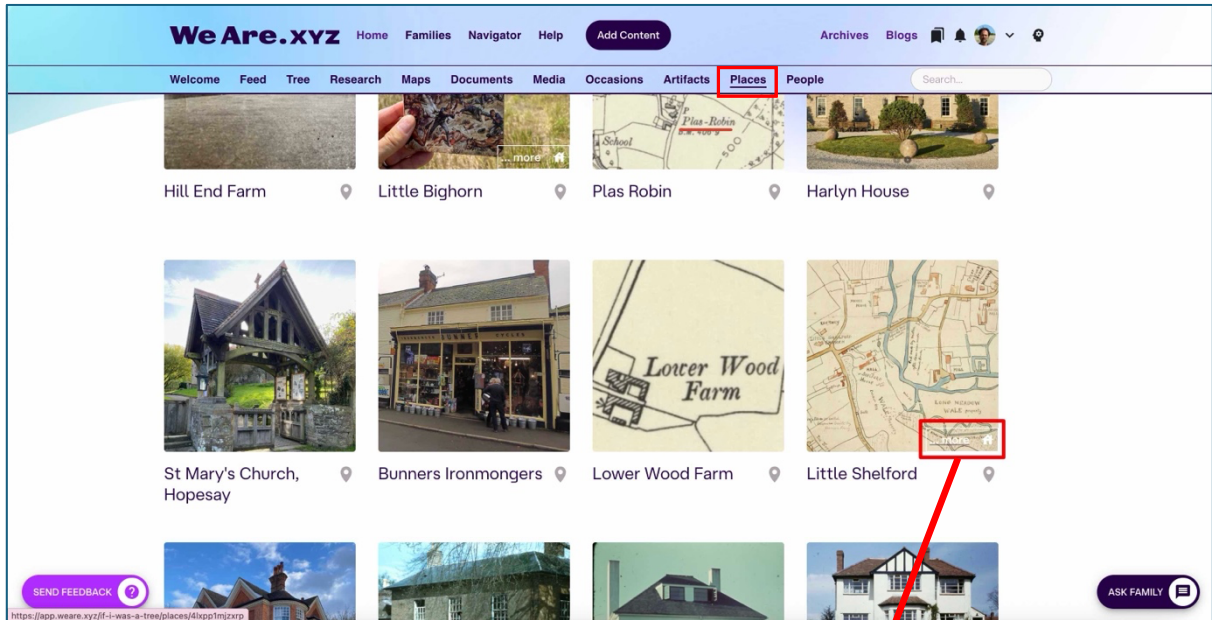


Image: my 3xGreat Grandparent’s farm in its own ‘Place Section’

Note that within a Place Section you can create further Places (i.e. places within places that have a **hierarchy** for example TOWN/ STREET/ HOUSE/ GARDEN). Setting the view filter to ‘Hierarchical’ reveals a ‘... more’ button on each Place that has one or more ‘sub-places’.



By clicking on ‘... more’ you drill down through the ‘sub-places’. In the example here, setting the view filter to ‘Hierarchical’ reveals the ‘... more’ button on the Little Shelford icon in the Home Places TAB. Clicking it navigates straight to the Places section for Little Shelford (shown below), from where you can repeat for Hauxton Road which also has a ‘... more’ which will reveal houses in that Road.



People TAB – this contains two sub-TABs, one lists Individuals and the other Families. Each can be searched. Click to access the relevant ‘Individual Section’ or ‘Family Section.’

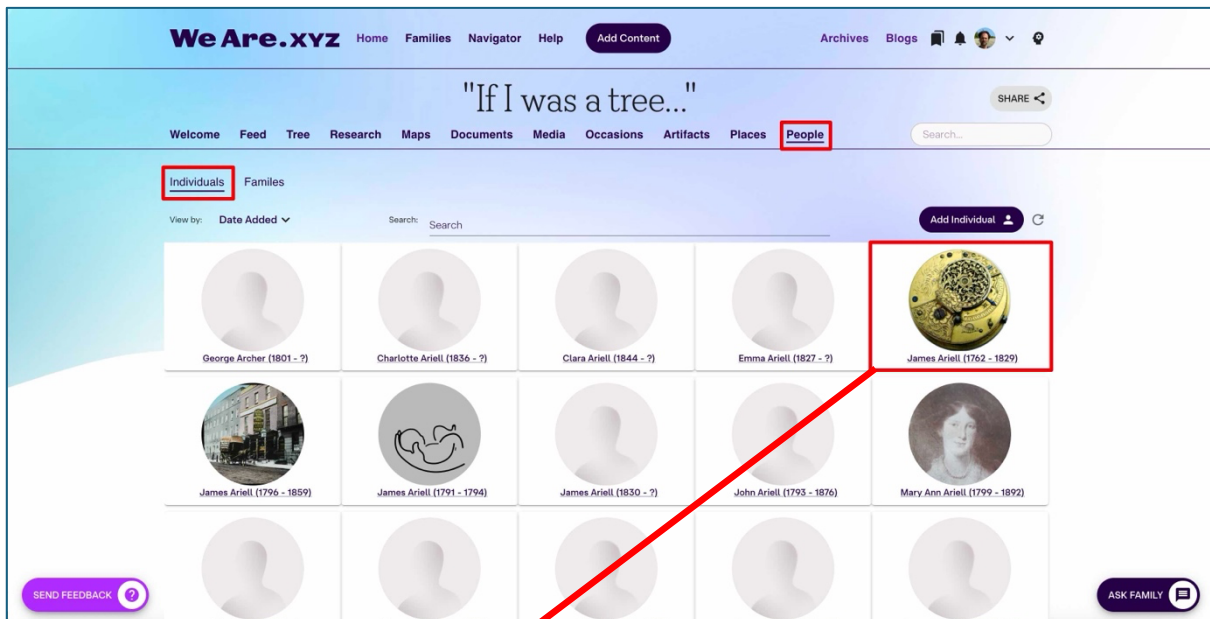


Image: the ‘Individuals sub-TAB within ‘People’ TAB

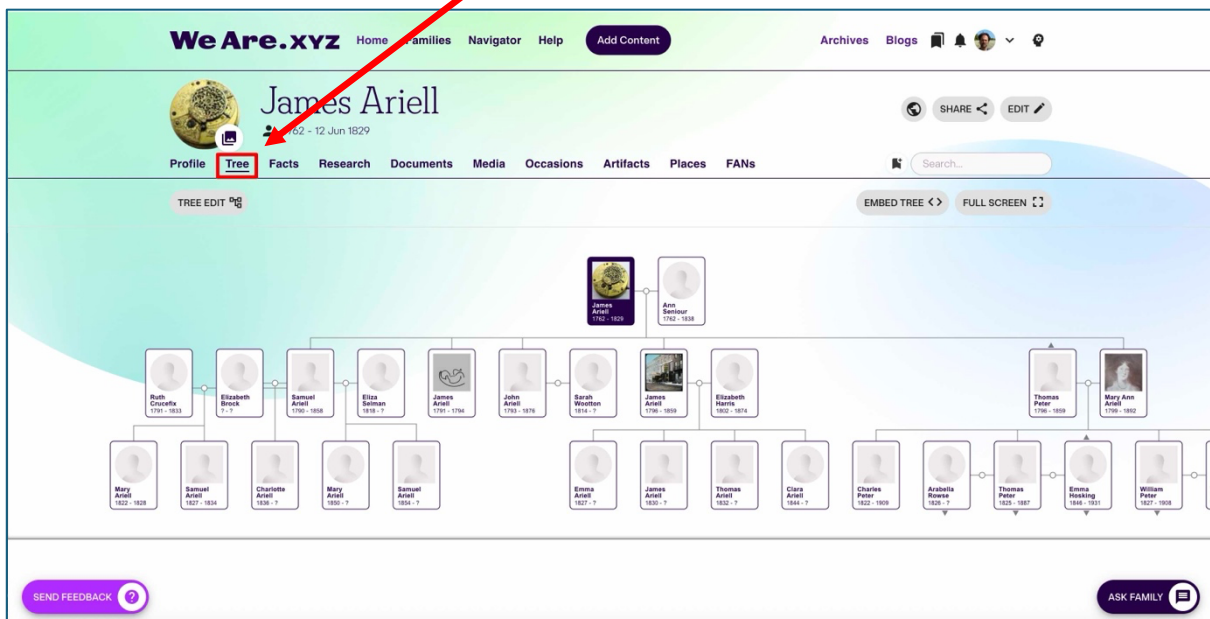


Image: clicking on a person takes you to the Tree TAB in that person’s ‘Individual Section’

Below, you can see navigating to a 'Families Section' from the Families sub-TAB. Note that this and all 'Families Section' are purple.

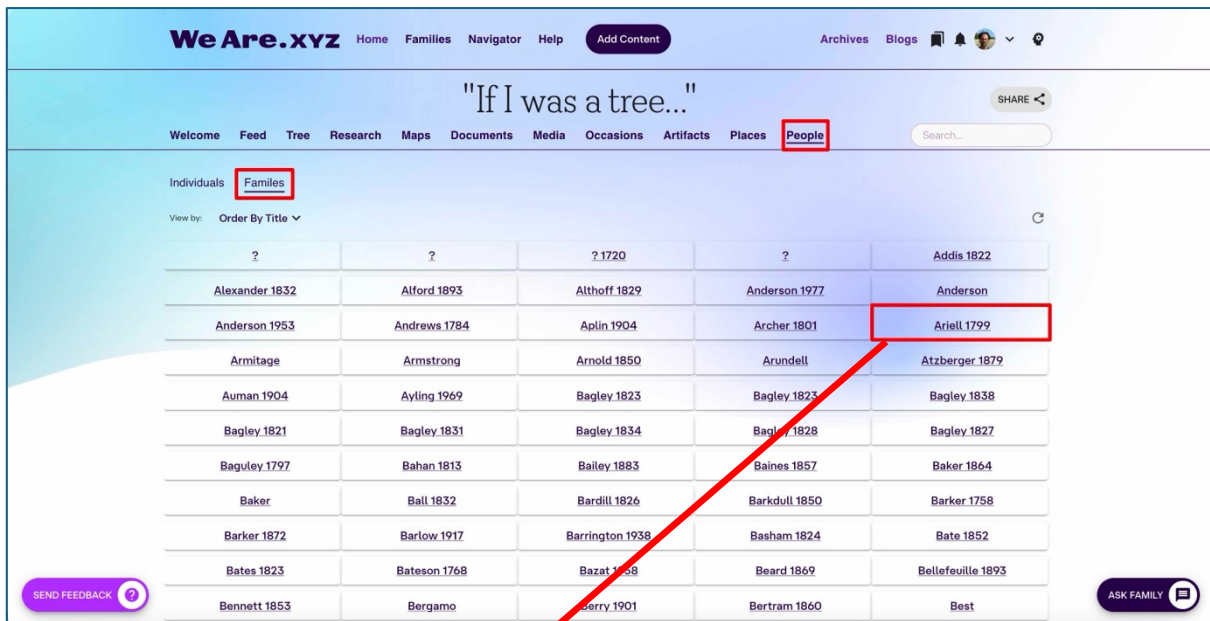
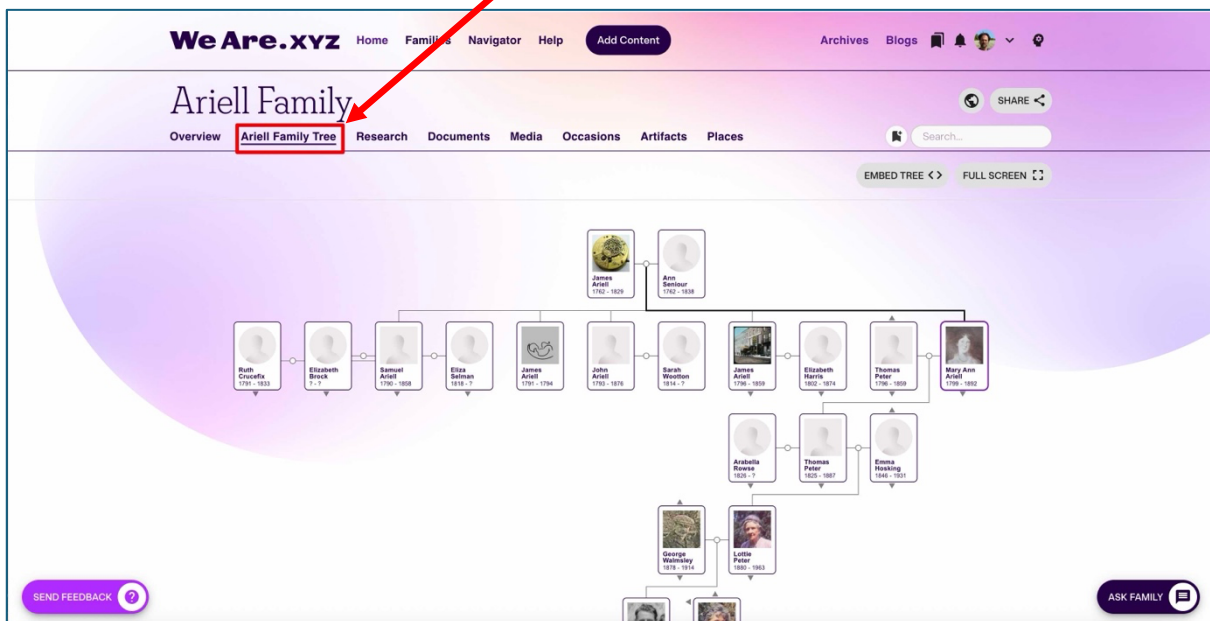


Image: the 'Families' sub-TAB within 'People' TAB



Note that Families are auto generated from surnames; you cannot create a Families Section without specifying people with this surname first. The Families Section auto-collates those within the family. A Families Section Tree TAB (see above) shows how the logged in user descends from this family of ancestors (if applicable).

The Six Section Types

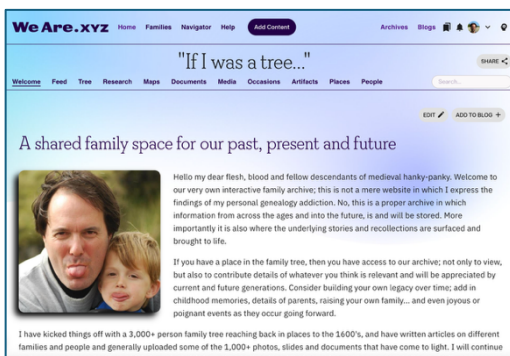
As we explored the Home Section TABs we came across an array of other Sections. Your Family Archive consists of 6 distinct **Section Types**:

Home, Families, Individual, Occasions, Artifacts and Places.

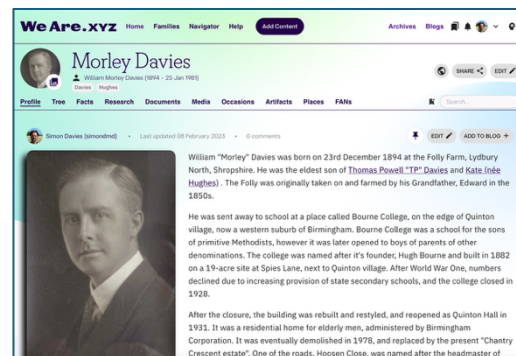
Think of each **Section Type** as a bucket of content and information relating to whoever or whatever family, individual, occasion, artifact or place it concerns. **Home** aggregates all content.

Each **Section Type's** structure varies slightly, but broadly speaking **Sections** are divided into content 'TABs' which are dedicated to one of: **articles, maps, documents, media, occasions, artifacts, places** (these last three list Sections tagged to the Section you are viewing).

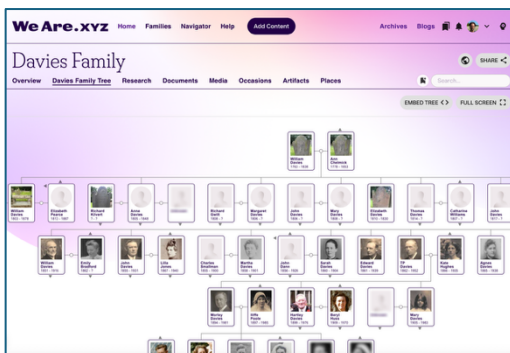
You will see later that some section types have further content TABs specific to them (e.g. **Facts** and **FANs**). Section types are colour-coded:



Home section - Blue



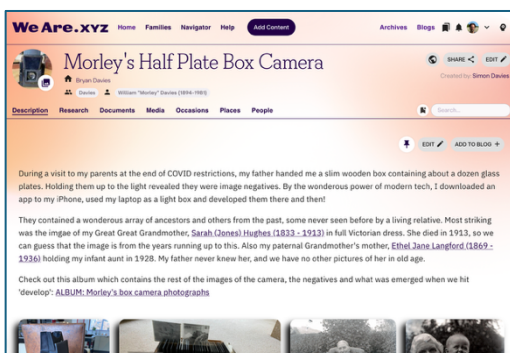
Individual section - Green/Turquoise



Family - Purple



Occasion - Pink



Artifact - Orange



Place - Lime/Lemon Yellow

Navigating Between Sections

There are several mechanisms for navigating around your archive, each highlighted below: **Families**, **Navigator**, **Search**, and the **Tree** itself.

The screenshot shows the WeAre.XYZ website interface. At the top, the navigation menu includes 'Home', 'Families', 'Navigator', and 'Help'. The 'Families' and 'Navigator' items are highlighted with red boxes. Below the navigation is a header for the 'Demo family: British (1800s and WW1)' with a 'SHARE' button. A secondary navigation bar includes 'Welcome', 'Feed', 'Tree', 'Research', 'Maps', 'Documents', 'Media', 'Occasions', 'Artifacts', 'Places', and 'People'. A search bar is highlighted with a red box. Below this is a 'TREE EDIT' button and a 'CHANGE HOME PERSON' button. The main content is a family tree diagram with several generations of people. The person 'TP Davies' is highlighted with a purple box. The tree shows relationships between various individuals, including names like William Davies, Ann Helmick, John Jones, Martha Robinson, etc.

The Tree

The Tree is a fun simple way to explore your ancestors. Click on a person to open the Tree TAB on that Individual's page and so on.

The image shows three screenshots illustrating navigation. The first screenshot is the main family tree with a red arrow pointing to 'Martha Jones'. The second screenshot is the profile page for 'Martha Jones' with a red arrow pointing to 'John Jones'. The third screenshot is the profile page for 'John Jones'. Each screenshot shows the 'Tree' tab selected in the navigation menu.

The Families Menu

As your Tree grows, whether manually or from GEDCOM file imports, your archive automatically calculates the Family surname groupings and generates a menu of surnames which shows the generation the name entered your ancestry. The menu configures itself to the logged in user, so it will be the same for a sibling, but different for cousins, in-laws etc.

Clicking on a surname takes you to the Tree TAB for that 'Families Section' which shows how the logged in user is descended from that Family.

"If I was a tree"

Ancestors

1st Generation: You, Davies, Walmsley

2nd Generation: Poole, Riley

3rd Generation: Langford, Hughes, Wyde, Peter

4th Generation: Vaughan, Jones, Moore, McGarry, Oglesby, Holland, Hosking

5th Generation: Chelmick, SMITH, Evans, Robinson, Roberts, Lloyd, Davis, Alexander, Goodwin, Reilly, Jones, Braddock, Smith Kent, Morphet, Ariett, Baguley

6th Generation: Lunt, Lloyd, Phillips, Thomas, Cooke, Wilson, Humphreys, Powell, Curran, Bolds, Chapman, Morgan, McGarry, Retallick, Bone, Seniour

7th Generation: Preece, Thomas, Morris, Joynson, Pugh, Pryor, Reilly, Carroll, Tinkler, Teague

8th Generation: Sprad, Nightingale, ROE, Unknown, Carvley, Kernay

9th Generation: Brock

10th Generation: Mitchell

11th Generation: Trefry

12th Generation: Kastall

13th Generation: Godolphin

14th Generation: Unknown, Arundell

15th Generation: Unknown

We Are.XYZ Home Families Navigator Help Add Content Archives Blogs

Davies Family

Overview Davies Family Tree Research Documents Media Occasions Artifacts Places

EMBED TREE <> FULL SCREEN

William Davies 1803 - 1878, Elizabeth Pearce 1813 - 1887, Richard Kivert 7 - 7, Anne Davies 1805 - 1848, Richard Gwilt 1808 - 7, Margaret Davies 1806 - 7, John Davies 1805 - 7, Mary Davies 1805 - 7, Elizabeth Davies 1810 - 1830, Thomas Davies 1814 - 7, Catharine Williams 1807 - 7, John Davies 1817 - 7

William Davies 1851 - 1916, Emily Bradford 1862 - 7, John Davies 1855 - 1931, Lilla Jones 1867 - 1940, Charles Smallman 1855 - 1900, Martha Davies 1858 - 1901, John Dann 1856 - 1926, Sarah Davies 1860 - 1904, Edward Davies 1861 - 1939, TP Davies 1862 - 1952, Kate Hughes 1866 - 1935, Agnes Davies 1865 - 1938

Morley Davies 1894 - 1981, Hilde Poole 1897 - 1985, Hartley Davies 1899 - 1976, Beryl Huss 1905 - 1970, Mary Davies 1905 - 1983

The Navigator Menu

The Navigator is a powerful search tool which generates your tree in a special window. You can hop around clicking from person to person, or search for specific Individuals and Family surnames. Just start typing in the Search area to start revealing a list of names to select from:

We Are.xyz Home Families Navigator Help Add Content Archives Blogs

Close and Navigate to: Bernard Poole, Poole family [Paternal], Vaughan family [Maternal]

Paternal Side: Poole, Ancestral Families, Maternal Side: Vaughan

Search Individuals: philip r

- Philip Riley - b.1853-1918
- Philip Riley - b.1912-1959
- Philip Riley - b.1881-1953
- Philip Reiley - b.1811-unknown
- "Philip" Raymond Bright - b.1893-unknown
- Benjamin Philip Morley "Ben" Davies - b.1972-unknown

Search

The Search feature will find all references to anything you search for, even words within articles. As you type, a drop down of close matches appears (as shown), but if you press return rather than select one you will be taken to a comprehensive page of search results by type (as shown).

We Are.xyz Home Families Navigator Help Add Content Archives Blogs

Demo family: British (1800s and WW1)

Welcome Feed Tree Research Maps Documents Media Occasions Artifacts Places People

Search...

TREE EDIT CHANGE HOME PERSON EMBED TREE FULL SCREEN

Search

Davies

ALL RESULTS ARTICLES DOCUMENTS PHOTOS PEOPLE FAMILIES OCCASIONS ARTEFACTS PLACES

- DAVIES Family
- WILLIAM DAVIES Individual 1763-1838
- JOHN DAVIES Individual 1855-1931
- SUSAN DAVIES Individual 1825-1874

davies

- Davies Family
- Thomas Powell "TP" Davies Individual
- William Davies Individual
- William Jones Davies Individual
- John Davies Individual
- Martha Jones Davies Individual

Other Section TABs

Each Section has a series of TABs which contain different types of content relating to that Section.

Individual Section TABS

An **Individual Section** contains all content created/uploaded in this Section AND content created/uploaded elsewhere but which is given a TAG for this Section (more on TAGs later).

Note that all content created/uploaded within this Section will automatically be tagged with the **Individual Section's** name and their Family name (so it will appear in the **Families Section** as well).

Home Section Tabs

[Profile](#) [Tree](#) [Facts](#) [Research](#) [Documents](#) [Media](#) [Occasions](#) [Artifacts](#) [Places](#) [FANs](#)

Profile TAB – this is an article which can be created in this TAB, or you can opt to select an article you have already written and ‘PIN’ it to this page. Basically, any article can be pinned in the Profile TAB.

The screenshot shows a navigation bar with tabs: Profile, Tree, Facts, Research, Documents, Media, Occasions, Artifacts, Places, and FANs. Below the navigation bar is a large light blue area with a dark blue icon of a document with three horizontal lines. To the right of the icon, the word 'Create' is displayed in a large font. Below 'Create' is the text 'TRY IT OUT' and 'Click the button below to create .'. At the bottom of this section are two dark blue buttons: 'Create a Profile Article' with a document icon, and 'Pin an Existing Article'.

If you use the ‘Create a Profile Article’ button the article will also appear under the Research TAB because this is where all articles relating to the Individual appear. It also means that if you ‘unpin’ this article then it is still available in the Research TAB.

Tree TAB – this shows the family tree centred on this Individual. Click on people to navigate to their Individual Section and their Tree TAB.

Facts TAB – (see image on next page) here you will find a date-ordered list of an Individual’s life events plus (on a dark grey background) births and deaths of their close relatives (parents, siblings, spouses, children). All Facts (and their sources) included in your tree GEDCOM file appear here, and you can add manually from the standard GEDCOM fact types or create a custom type. Sources and images of source documents can be entered here.

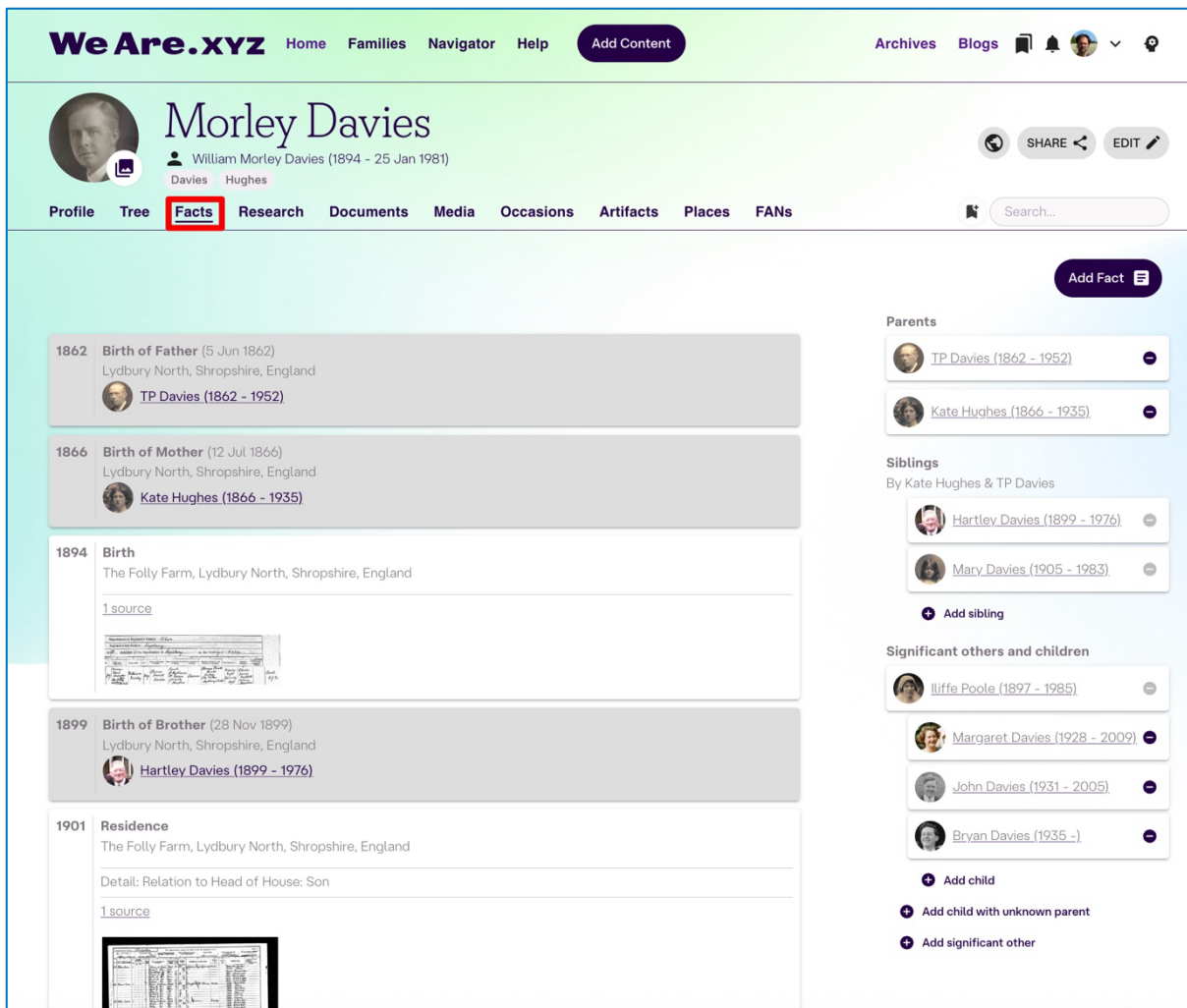


Image: example of FACTS TAB in an Individual Section

Research, Documents, Media, Occasions, Artifacts, Places TABs – see Home Section TABS earlier in this handout. In an **Individual Section** these are the same, containing only content tagged to this **Individual Section**.

FANs TAB – FANs is a recognised genealogy abbreviation for ‘Friends, Associates, Neighbours’, and is where you can add people who might not be in the family tree, such as school buddies, military comrades, godparents, etc.

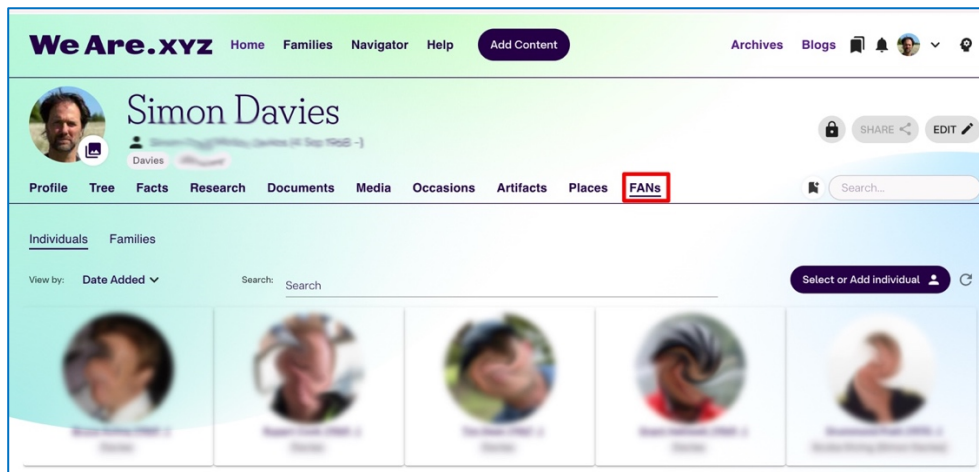


Image: example of FANs TAB in an Individual Section showing some of my friends who are not in my family tree

Families Section TABS

A **Families Section** contains all content created/uploaded in this Section AND content created/uploaded elsewhere which is given a TAG for this section (more on TAGs later).

Note that all content created/uploaded within this Section will automatically be tagged with the **Families Section** name.

Family Section Tabs

Overview	Davies Family Tree	Research	Documents	Media	Occasions	Artifacts	Places
--------------------------	------------------------------------	--------------------------	---------------------------	-----------------------	---------------------------	---------------------------	------------------------

Overview TAB – this is an article which can be created in this TAB, or you can opt to select an article you have already written and ‘PIN’ it to this page. Basically, any article can be pinned in the Overview TAB.

If you use the ‘Create an Overview Article’ button, note that the article will also appear under the Research TAB because this is where all articles relating to the Individual appear. It also means that if you ‘unpin’ this article then it is still available in the Research TAB.

Tree TAB – this shows the family tree for this family surname and how the user is descended from it (or a general tree of that family if they are not). As a result, you and your cousin, for example, will see your common family but from each other’s perspective. Click on people to navigate to their **Individual Section’s** Tree TAB.

Research, Documents, Media, Occasions, Artifacts, Places TABs – see Home Section TABS earlier in this handout. In a **Families Section** these are the same, containing only content tagged to this **Families Section**.

Occasions Section TABS

An **Occasions Section** contains all content created/uploaded in this Section AND content created/uploaded elsewhere which is given a TAG for this section (more on TAGs later).

Note that all content created/uploaded within this Section will automatically be tagged with the **Occasions Section’s** name.

Occasion Section Tabs

Description	Research	Documents	Media	Occasions	Artifacts	Places	People
-----------------------------	--------------------------	---------------------------	-----------------------	---------------------------	---------------------------	------------------------	------------------------

Description TAB – this is an article which can be created in this TAB, or you can opt to select an article you have already written and ‘PIN’ it to this page. Basically, any article can be pinned in the Description TAB.

If you use the ‘Create a Description Article’ button, note that the article will also appear under the Research TAB because this is where all articles relating to the Individual appear. It also means that if you ‘unpin’ this article then it is still available in the Research TAB.

Research, Documents, Media, Occasions, Artifacts, Places TABs – see Home Section TABS earlier in this handout. In an **Occasions Section** these are the same, containing only content tagged to this **Occasions Section**.

Artifacts Section TABS

An **Artifacts Section** contains all content created/uploaded in this Section AND content created/uploaded elsewhere which is given a TAG for this section (more on TAGs later).

Note that all content created/uploaded within this Section will automatically be tagged with the **Artifacts Section's** name.

Artifact Section Tabs

<u>Description</u>	Research	Documents	Media	Occasions	Places	People
--------------------	----------	-----------	-------	-----------	--------	--------

Description TAB – this is an article which can be created in this TAB, or you can opt to select an article you have already written and ‘PIN’ it to this page. Basically, any article can be pinned in the Description TAB.

If you use the ‘Create a Description Article’ button, note that the article will also appear under the Research TAB because this is where all articles relating to the Individual appear. It also means that if you ‘unpin’ this article then it is still available in the Research TAB.

Research, Documents, Media, Occasions, Artifacts, Places TABs – see Home Section TABS earlier in this handout. In an **Artifacts Section** these are the same, containing only content tagged to this **Artifacts Section**.

Places Section TABS

A **Places Section** contains all content created/uploaded in this Section AND content created/uploaded elsewhere which is given a TAG for this section (more on TAGs later).

Note that all content created/uploaded within this Section will automatically be tagged with the **Places Section's** name.

Place Section Tabs

<u>Description</u>	Research	Documents	Media	Occasions	Artifacts	Places	People
--------------------	----------	-----------	-------	-----------	-----------	--------	--------

Description TAB – this is an article which can be created in this TAB, or you can opt to select an article you have already written and ‘PIN’ it to this page. Basically, any article can be pinned in the Description TAB.

If you use the ‘Create a Description Article’ button, note that the article will also appear under the Research TAB because this is where all articles relating to the Individual appear. It also means that if you ‘unpin’ this article then it is still available in the Research TAB.

Research, Documents, Media, Occasions, Artifacts, Places TABs – see Home Section TABS earlier in this handout. In an **Places Section** these are the same, containing only content tagged to this **Places Section**.

TAGs - how content knows which Sections to appear in

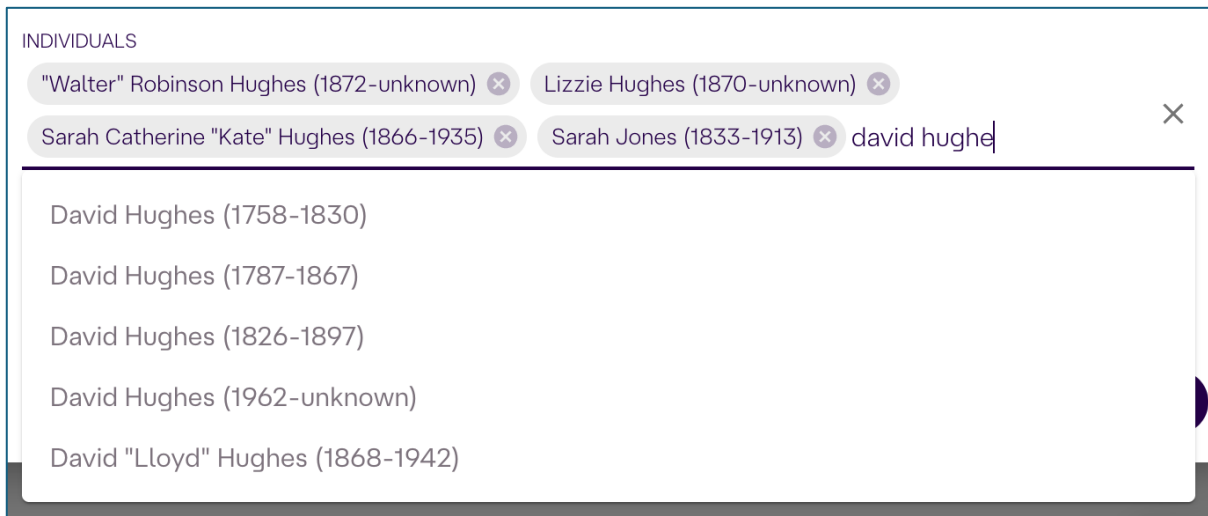
Pretty much anything can be TAGGED to anything, whether it be an item like an image, or a whole section such as an **Individual, Family, Occasion, Artifact or Place**. It's probably easiest to consider an example.

Example: Tagging a Place

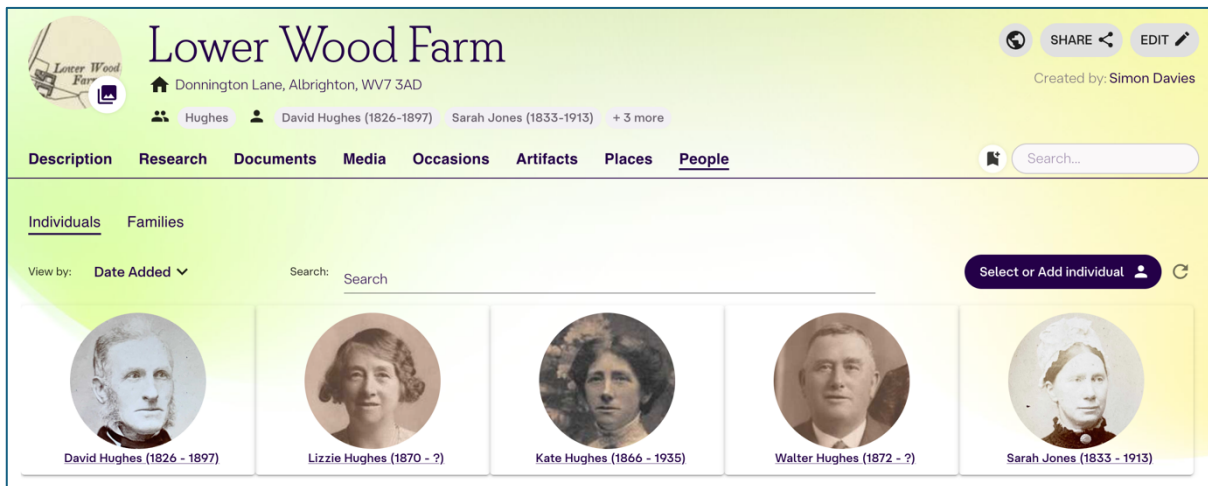
Below is the details dialog box for the Place section created for Lower Wood Farm, home to my 2xGreat Grandparents. In a Section, click the top right 'Edit' button as shown to open the dialog box. You will see that TAGs for all my ancestors who lived there have been added, as well as for the Family surname 'Hughes'.

The image shows two screenshots from the We Are .xyz website. The top screenshot displays the 'Lower Wood Farm' page, which includes a title, address (Donnington Lane, Albrighton, WV7 3AD), and a list of associated individuals: Hughes, David Hughes (1826-1897), Sarah Jones (1833-1913), and three more. The 'EDIT' button is highlighted with a red box. The bottom screenshot shows the 'EDIT PLACE' dialog box, which contains fields for Title, Address description, and Describe feature location. The 'TAG this place with' section is active, showing a list of tags under 'FAMILIES' (Hughes) and 'INDIVIDUALS' (Walter Robinson Hughes (1872-unknown), Lizzie Hughes (1870-unknown), Sarah Catherine 'Kate' Hughes (1866-1935), Sarah Jones (1833-1913), and David Hughes (1826-1897)). A red arrow points from the 'EDIT' button in the top screenshot to the 'TAG this place with' section in the bottom screenshot.

To enter a TAG, click in the appropriate field and start typing to initiate the auto-suggest, as shown below:



The result is that the **People TAB** of the **Lower Wood Farm Section** shows the tagged Individuals:



As a consequence, the **Lower Wood Farm Section** shows in the **Places TAB** of David Hughes' **Individual Section**. It will also show in the **Places TABS** for all Lizzie, Kate, Walter and Sarah.



Content Creation

There are two top level types of content (**Content Items** and **Sections**):

Content Items

- **Articles** (write ups of your research containing text, images, custom trees, maps, embedded video)
- **Documents** (special Articles with specific block for the actual document page images to which transcriptions can be added)
- **Maps** (3D globes onto which places, occasions, artifacts, and images can be pinned, and old map images can be stitched)
- **Media** (uploaded image files; jpeg, png, HEIC, webp, pdf...)
- **Albums** (collations of images)

Sections (focused buckets of Content)

- **Occasions** (collections of the above Content Items specific to an Occasion)
- **Places** (collections of the above Content Items specific to a Place)
- **Artifacts** (collections of the above Content Items specific to an Artifact)
- **Individuals** (collections of the above Content Items specific to an Individual)
- **Families** (auto-generate from surnames).

There are two principal methods of creating content; from within a Section TAB, and by using the Add Content Button at the top of all screens. These are explained next.

Content Creation from within a Section TAB

I recommend this as your primary method because Content Items and Sections generated in this way will auto-TAG to the Section in which they are created.

This is a typical 'Add' button within a TAB (will create an article auto-tagged to Morley Davies).

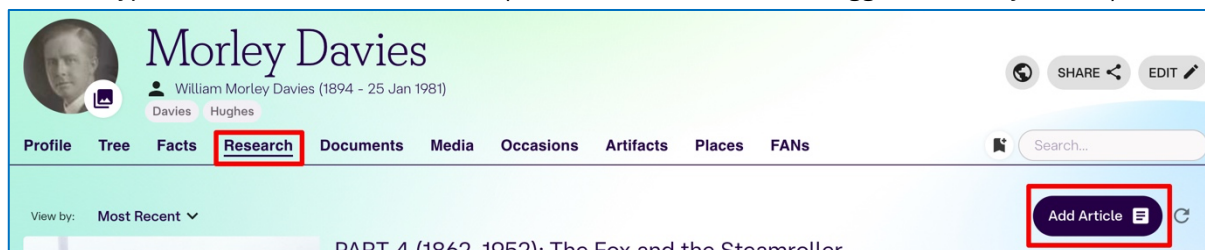


Image: 'Add Article' from Research TAB of Morley Davies will TAG new article with his *Individual Section* and with 'Davies' (his *Families Section*)



Image: 'Add Place' from Places TAB of Morley Davies will TAG new Place with his *Individual Section*

The same auto-tagging works in the Facts, Documents, Media, Occasions, Artifacts and FANs when within an *Individual Section*.

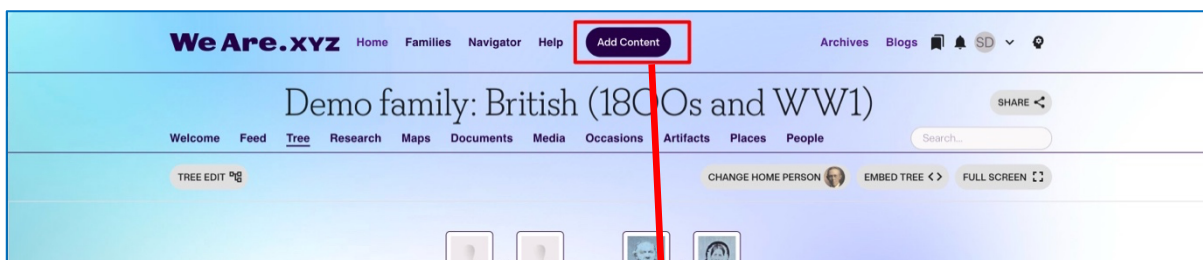


Image: 'Add Artifact' from Artifact TAB of 'The Folly Farm' will TAG new Artifact with 'The Folly Farm' which means it will be listed in the Places TAB of 'The Folly Farm'

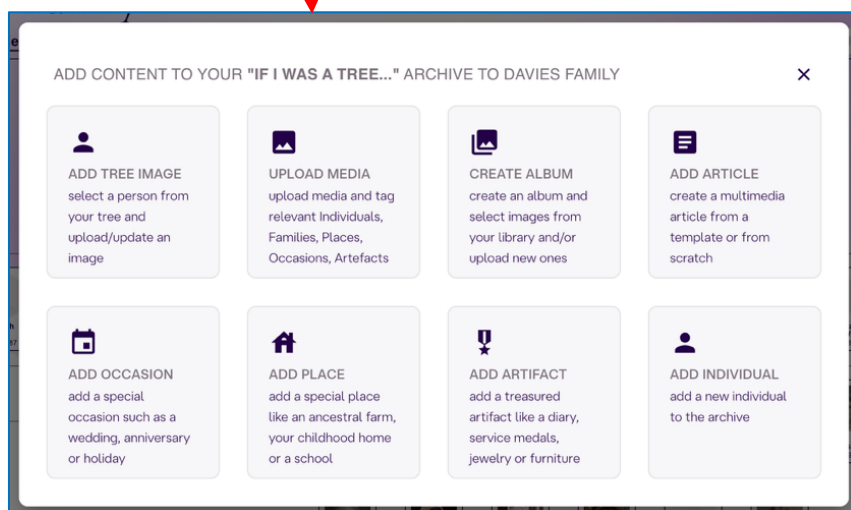
The same, or similar mechanisms apply for creating/uploading content within any Section type.

Content Creation using the 'Add Content' Button

Found at the top of every screen you will see this 'Add Content' button. Clicking it gives quick access to options to create any type of content.



If you use this method, remember to add TAGs so your new content appears where it is relevant.



Bookmarking

This is an often overlooked but very handy feature. For example, if you are working on an article in a Section, or have certain Individuals you frequently want to access, add them to the bookmark menu located at the top right of every screen by clicking the little add/remove bookmark symbol as shown.

The image shows a series of four screenshots from the We Are XYZ website, illustrating the bookmarking feature. Red boxes and arrows highlight the bookmark icons in each screenshot:

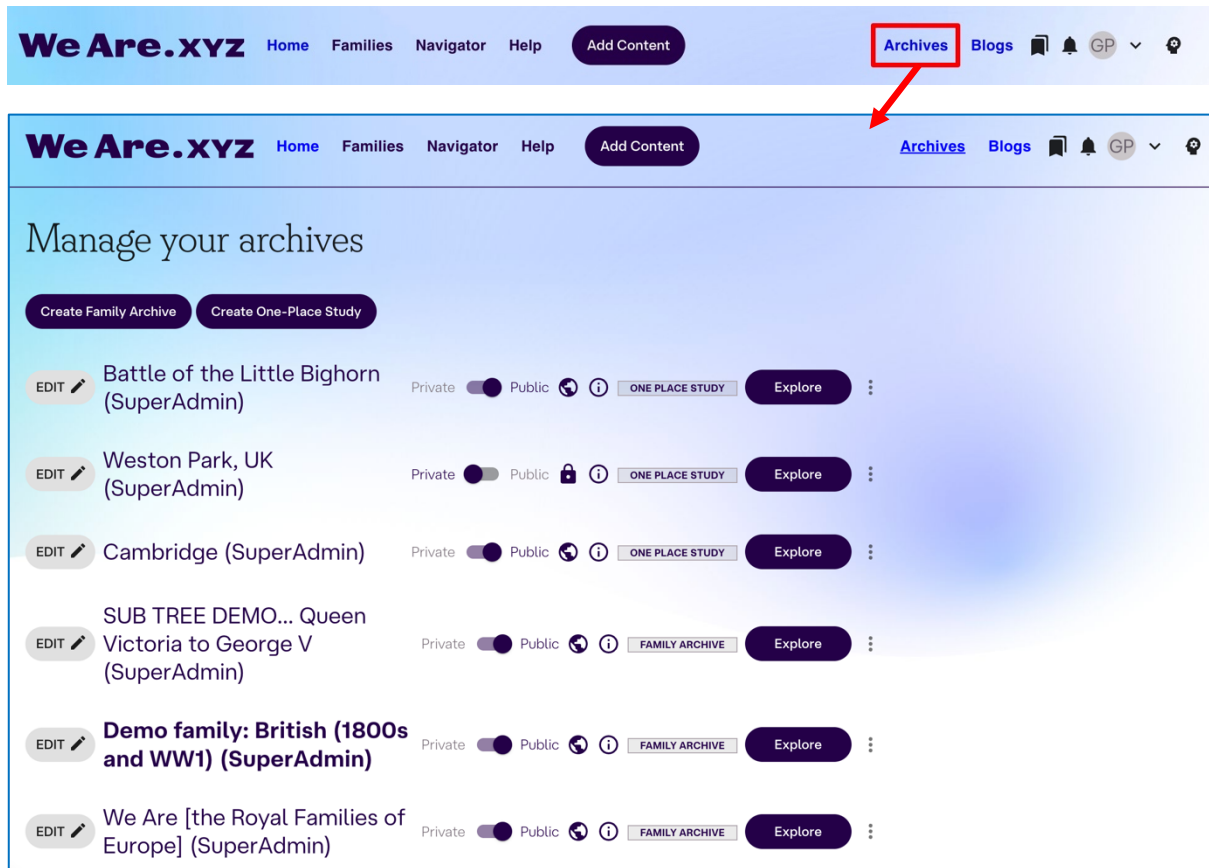
- Top Screenshot:** The main navigation bar at the top right. A red box highlights the bookmark icon (a book symbol) next to the 'Blogs' link. A dropdown menu is open, showing a list of bookmarked items: 'Pentrecwm', 'Folly Farm Recollections', and 'Edward Davies (1821-1890)'. Each item has a small 'x' icon to its right.
- Second Screenshot:** The 'Pentrecwm' family page. A red box highlights the bookmark icon in the top right corner of the page header.
- Third Screenshot:** The 'Folly Farm Recollections' article page. A red box highlights the bookmark icon in the top right corner of the article header.
- Fourth Screenshot:** The 'Edward Davies' individual profile page. A red box highlights the bookmark icon in the top right corner of the profile header.

Archives Menu

The Archives menu at the top of every screen takes you to your Archives area. Here you will see all the archives you are a member of and the following information and options for each (and see image):

- your permission level
- archive Private/Public status (click toggle to change)
- type of archive (two types at the time of writing: family or one place study)
- **'Explore'** button which opens that archive (note current open archive is in bold)
- **USE WITH EXTREME CAUTION** Archive action button (three stacked dots) giving following options:
 - Change Home Person (Super Admins only)
 - Change who you are in tree (Super Admins only)
 - Export Archive (you will be emailed a link to download a backup of your archive content)

- Copy (copy contents of archive into another of your archives)
- Delete Archive (cannot delete current open archive)
- Archive Settings (can convert Family Archive to One Place Study and back)
- Update from GEDCOM (update your Family Archive with your latest GEDCOM, or add in a different GEDCOM – **this is a Beta feature, avoid until fully released**)



Private/Public Archives

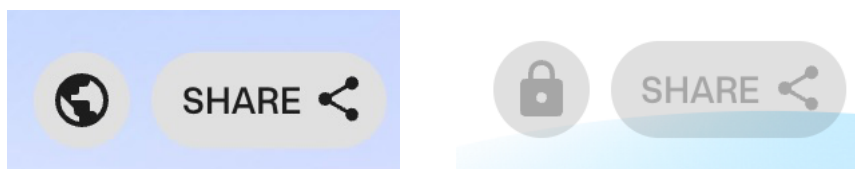
You will have chosen between having a Public and Private family archive. A Private archive can only be viewed by its members and edited according to each member's permission level (See Personal Drop-down Menu section later in this document). A Private Archive is not indexed by Google.

A Public Archive is indexed by Google, and most sections and pages have an active Share button which generates a special public URL you can share at will. BUT the Share button on a living Individual's section is inactive.

Also on a Public Archive, living people are shown as 'unknown' on the tree.

Sharing in more detail

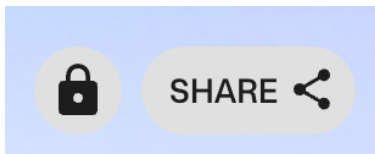
Each page has a Public/Private indicator as shown here. The globe means Public (and shareable), the Padlock means Private (and unshareable).



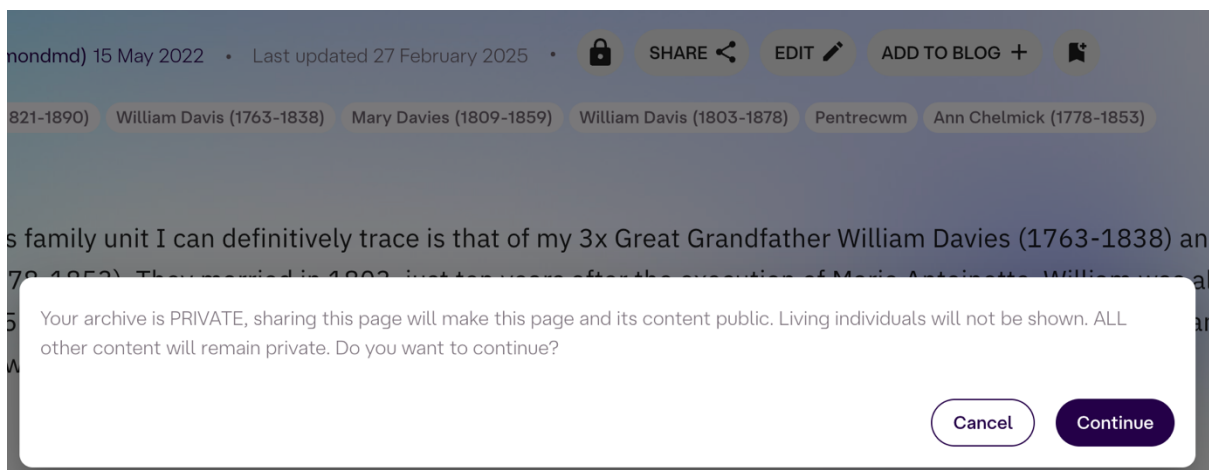
Within both Public and Private archives you can override the archive default and set specific content to be Public in a Private Archive, and Private in a Public Archive (except living Individuals are always private).

Sharing from a Private Archive

In a Private Archive you can still click Share for an image, article or document (but not whole Sections). You can tell because the Padlock and Share buttons are not greyed out as previously shown:

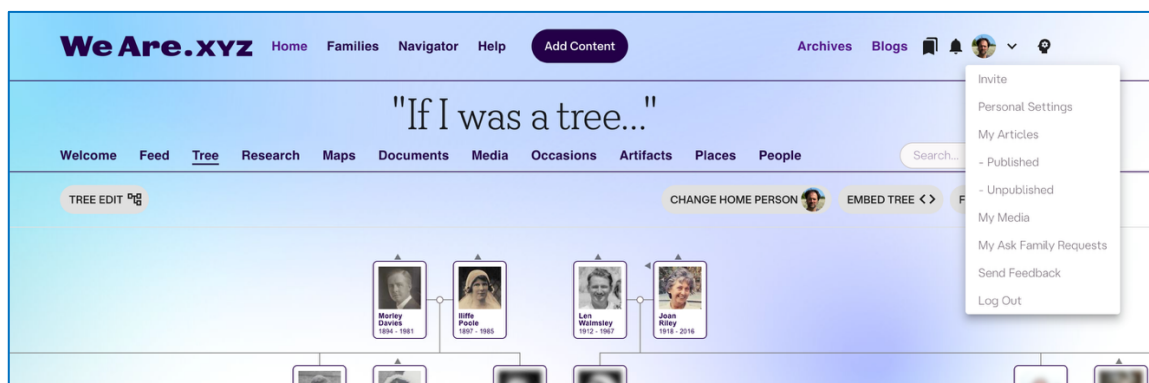


But when you do this, you will receive the following warning:



Personal Drop-down Menu

Located top right, click on the little circle and down arrow symbol, as shown:



Invite

This is where you generate invitations to new members of your archive. Invitations to family members are linked to their entry in the family tree; this is how the system calculates their direct ancestry and prioritises related content for them.

You can also invite people not in the tree. They will see the archive from the perspective of the member inviting them.

For each person you invite the default content creation/editing 'permissions' will set them as 'Editor'. But you can select one of five permission levels: **SuperAdmin, Admin, Editor, Contributor, Viewer**.

A definition of each level can be seen by pressing the information button 'i' next to the 'Change role' button next to each member.



Personal Settings

This is where you can edit your personal details:

- Given Name
- Surname
- Known As
- Username or Handle
- Notification email option
- Timezone
- Password

In a second sub-tab you can also manage your account subscription.

My Articles

Here you can see lists of your own Published and Unpublished articles. If you have started an article and not pressed Publish you will find it here.



My Media

Just like the Home Media TAB (i.e. aggregated regardless of tagging) but ONLY your own uploaded images and albums.

My Ask Family Requests

If other archive members generate questions using the 'Ask Family' button they will be collated here.

Send Feedback

Same function as Send Feedback button present bottom left on every page (see later).

Log Out

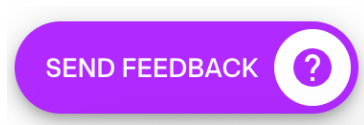
Log Out of the WeAre.xyz platform.

‘Send Feedback’ and ‘Ask Family’ Buttons

‘Send Feedback’

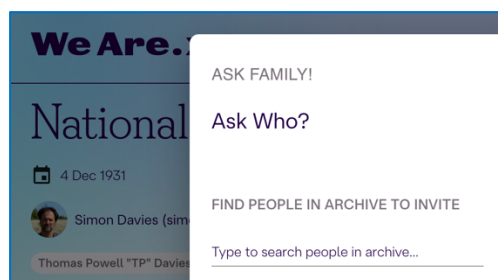
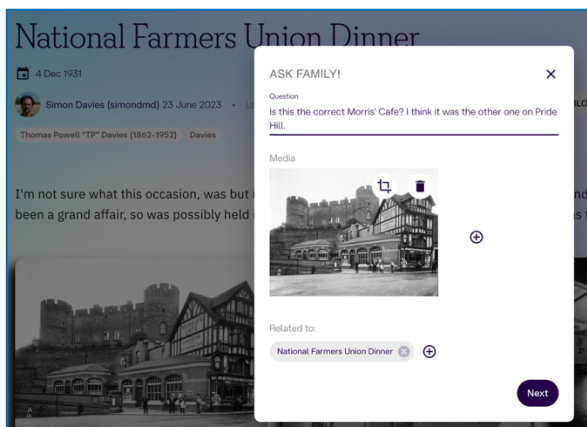
This is an invaluable tool for letting us know about any issues. You can also use it for submitting ideas and general feedback.

Crucially, it enables you to send a screenshot of the screen you are on when you encounter a problem by pressing the ‘Take screenshot’ button shown here.

A screenshot of a mobile app showing a feedback form overlay. The overlay has a teal header with the text 'We Are [...] Feedback' and a close button (X). Below the header is a white box titled 'Send us feedback'. It contains four input fields: 'Your name', 'Your email address *', 'Subject', and 'Description *'. At the bottom of the white box is a button with a camera icon and the text 'Take screenshot'.

‘Ask Family’

Archive members can press this button to submit questions relating to the Archive page they are on. They can also select which archive members the question is sent to.



Help and Help Sidebar

When you first open your Family Archive, your virtual assistant 'Gene Poole' is activated. He/she offers up a sidebar on the right of your screen proposing content creation actions and quick links. You will probably want to de-activate this at some point. Lower down in this sidebar is a de-activation checkbox as shown.

Stop Showing Sidebar

Gene will reactivate if you click the head symbol at the top right, shown here:



Here are some examples of Gene's sidebar suggestions:

The screenshot shows the WeAre.xyz website interface. The main content area displays a family tree titled "If I was a tree..." with a search bar and navigation tabs like Tree, Research, Maps, Documents, Media, Occasions, Artifacts, Places, and People. A sidebar on the right titled "Help Sidebar" contains the text "HOW CAN I HELP?" and "Hi I'm Gene Poole, your friendly assistant!". Below this, it lists suggestions: "Click on 'add content' to add articles, photos, individuals and more to your archive" with an "Add Content" button, and "Click on 'create biography' to use AI to create a quick biography article for your archive" with a "Create Biography" button. At the bottom of the sidebar is a checkbox labeled "Stop Showing Sidebar".

The screenshot shows the WeAre.xyz website interface for a document titled "1833 Pocketbook (J Poole)". The main content area includes a description of the pocketbook, mentioning its history and the family's research efforts. A sidebar on the right titled "HOW CAN I HELP?" contains the text "Hi I'm Gene Poole, your friendly assistant!". Below this, it lists suggestions: "Add Articles" (Easily create rich articles with images and text about 1833 Pocketbook (J Poole)), "Add Media" (Upload photos and other media that show 1833 Pocketbook (J Poole)), "Add More Places" (Add more places and sub places to 1833 Pocketbook (J Poole)), "Add Occasions" (Add occasions that happen in or are relevant to 1833 Pocketbook (J Poole)), and "Add People" (Create individuals that are important or relevant to 1833 Pocketbook (J Poole)).



Little Bighorn

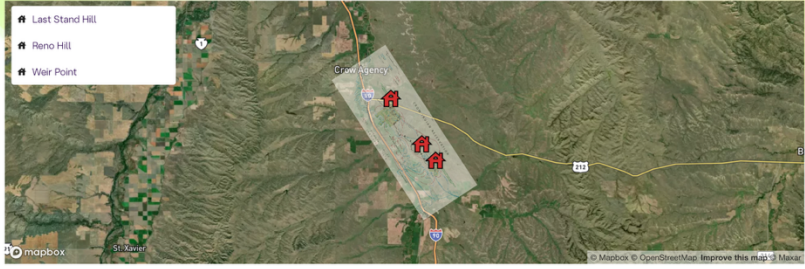
"Simon" David Morley Davies (1958-unknown)

SHARE EDIT Created by Simon Davies

- Description
- Research
- Documents
- Media
- Occasions
- Artifacts
- Places
- People

Search...

EDIT ADD TO BLOG



- Last Stand Hill
- Reno Hill
- Weir Point

Little Bighorn Battlefield

The Battle of the Little Bighorn, known to the Lakota and other Plains Indians as the

HOW CAN I HELP?

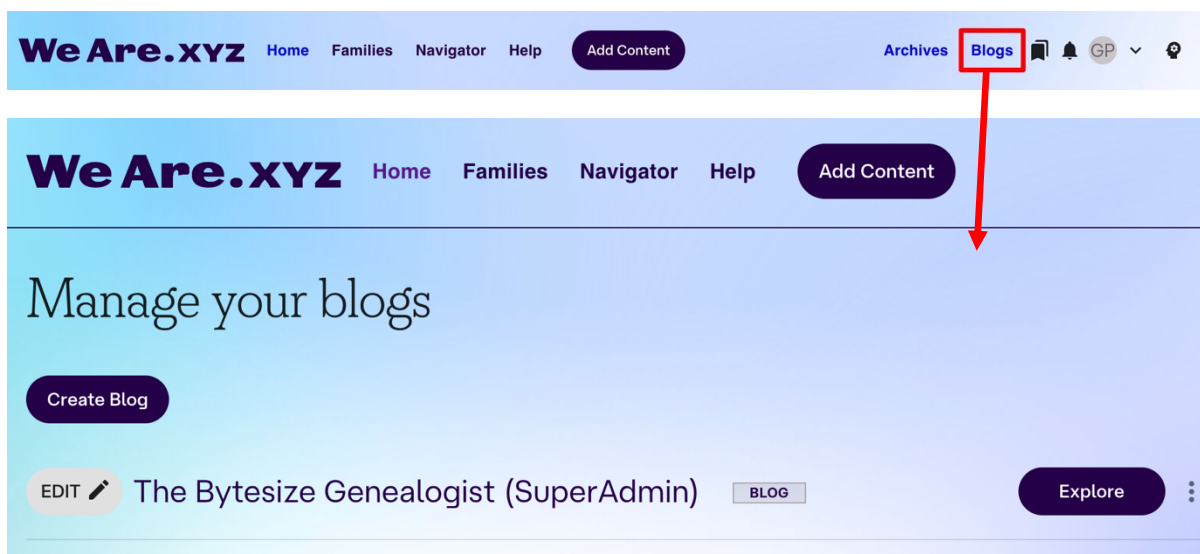
Hi I'm Gene Poole, your friendly assistant!

Here are some suggestions on what you can do next:

- Add Articles**
Easily create rich articles with images and text about **Little Bighorn**
 - Add Media**
Upload photos and other media that show **Little Bighorn**
 - Add More Places**
Add more places and sub places to **Little Bighorn**
 - Add Occasions**
Add occasions that happen in or are relevant to **Little Bighorn**
 - Add People**
Create individuals that are important or relevant to **Little Bighorn**
- Stop Showing Sidebar

Blogs Menu

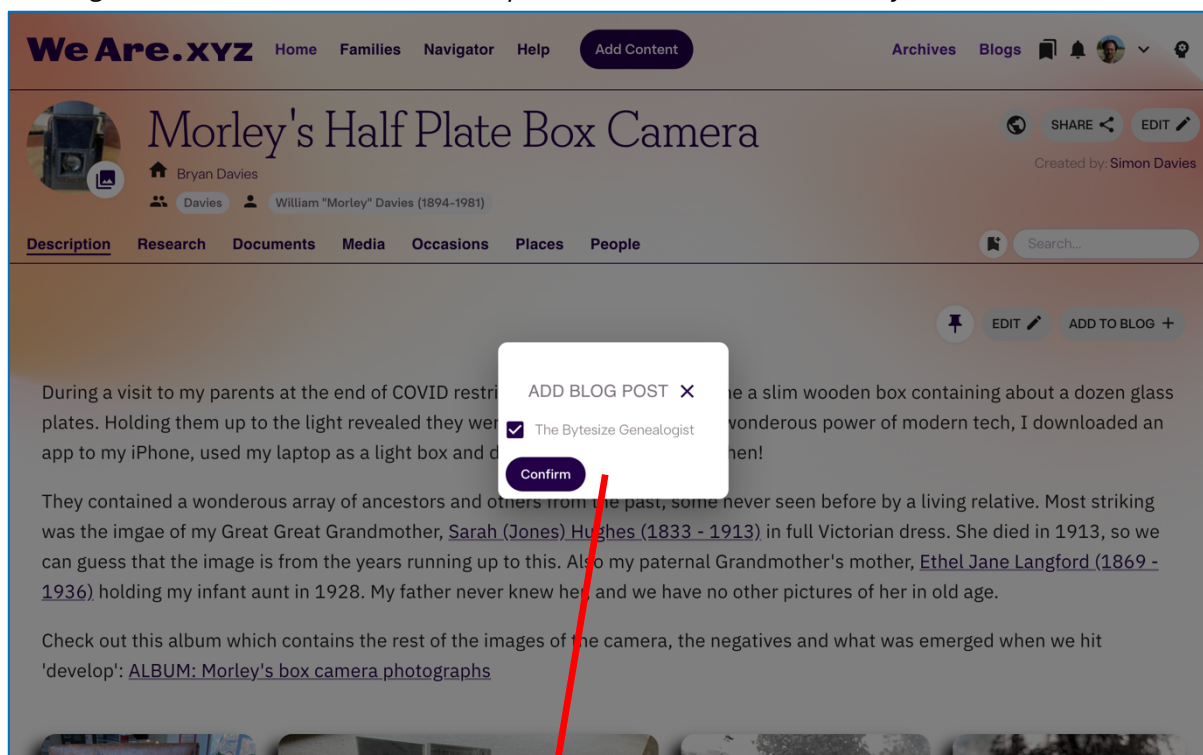
The Blogs menu at the top of every page gives you access to your Blog space where you can create and access your WeAre.xyz Blogs.



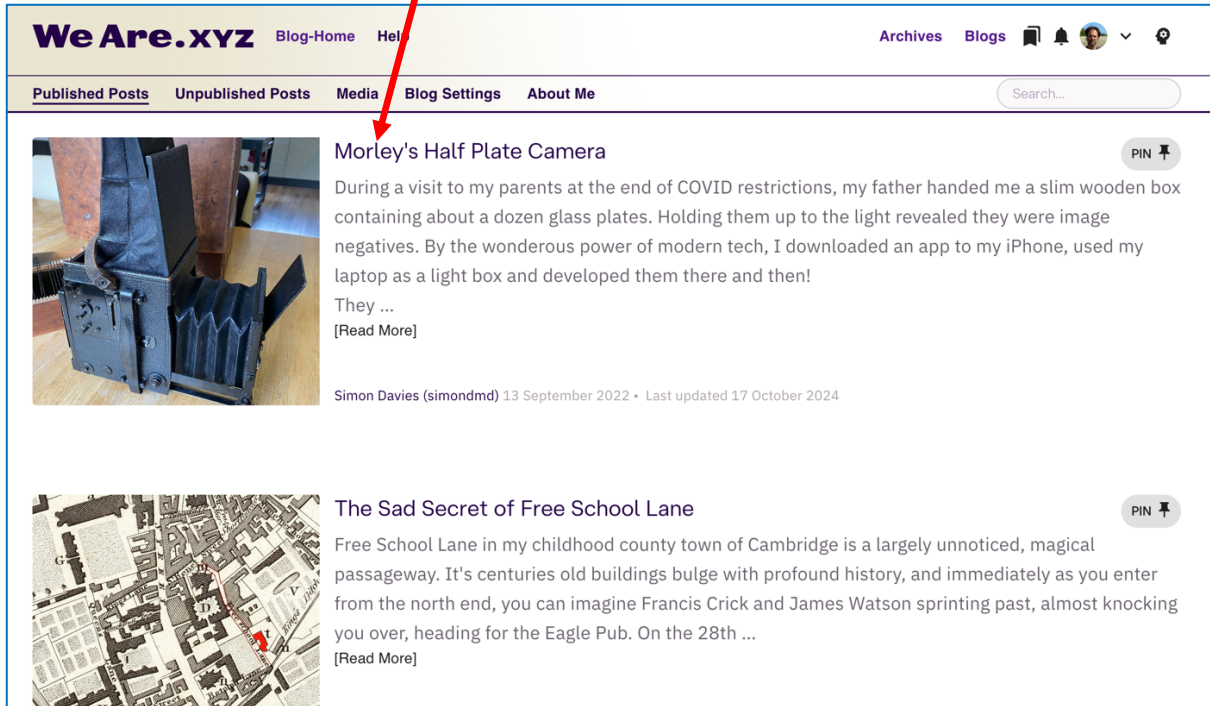
You can then use the 'ADD TO BLOG +' button in your Family Archive to post an Article or Document to one or more of your WeAre.xyz Blogs.



You can also create a Blog post in the Blog editor and index the post into one of your archives. This allows you to access that archives media library and add custom trees to your blog post.

Clicking 'ADD TO BLOG +' from the Description article of an artifact 'Morley's... Camera'.

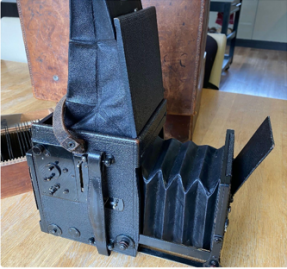


Blog editor environment



We Are .xyz Blog-Home Help Archives Blogs  

[Published Posts](#) [Unpublished Posts](#) **Media** [Blog Settings](#) [About Me](#)

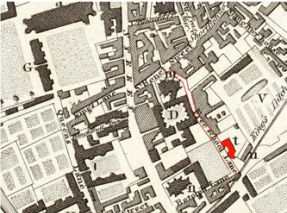


Morley's Half Plate Camera

During a visit to my parents at the end of COVID restrictions, my father handed me a slim wooden box containing about a dozen glass plates. Holding them up to the light revealed they were image negatives. By the wonderous power of modern tech, I downloaded an app to my iPhone, used my laptop as a light box and developed them there and then!

They ...
[Read More]

Simon Davies (simondmd) 13 September 2022 • Last updated 17 October 2024

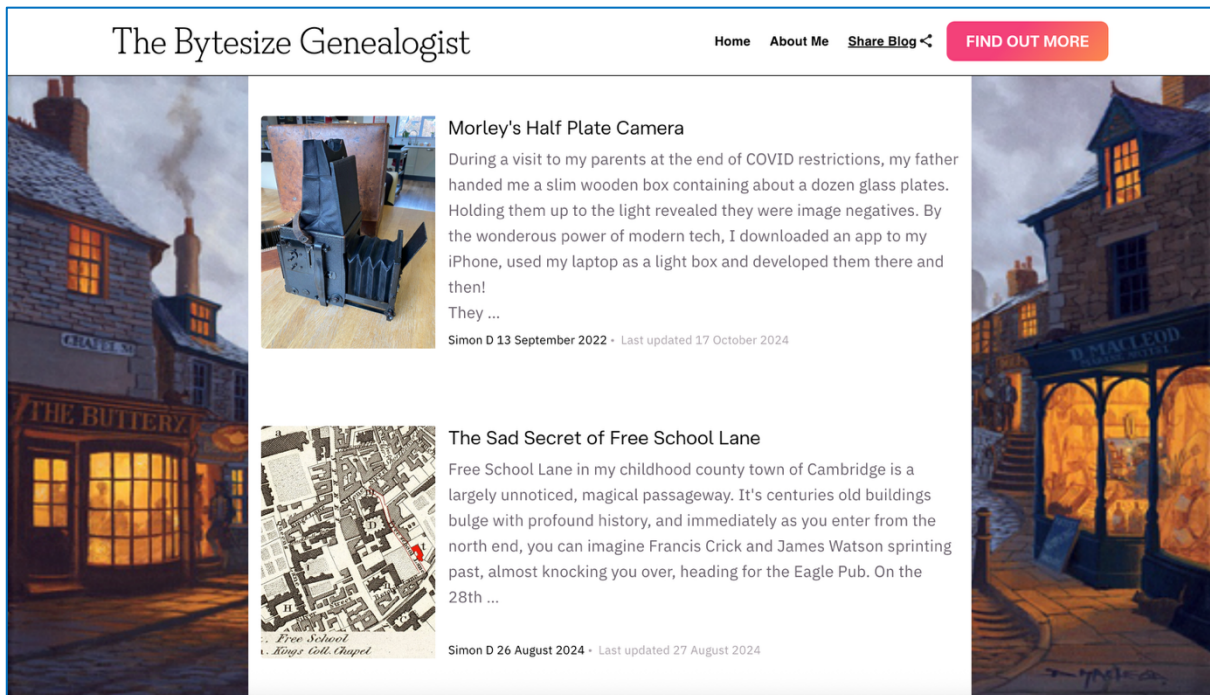


The Sad Secret of Free School Lane

Free School Lane in my childhood county town of Cambridge is a largely unnoticed, magical passageway. It's centuries old buildings bulge with profound history, and immediately as you enter from the north end, you can imagine Francis Crick and James Watson sprinting past, almost knocking you over, heading for the Eagle Pub. On the 28th ...


[Read More]

The Artifact showing in my WeAre.xyz Blog



The Bytesize Genealogist


Home About Me [Share Blog](#) [FIND OUT MORE](#)



Morley's Half Plate Camera

During a visit to my parents at the end of COVID restrictions, my father handed me a slim wooden box containing about a dozen glass plates. Holding them up to the light revealed they were image negatives. By the wonderous power of modern tech, I downloaded an app to my iPhone, used my laptop as a light box and developed them there and then!

They ...
Simon D 13 September 2022 • Last updated 17 October 2024



The Sad Secret of Free School Lane

Free School Lane in my childhood county town of Cambridge is a largely unnoticed, magical passageway. It's centuries old buildings bulge with profound history, and immediately as you enter from the north end, you can imagine Francis Crick and James Watson sprinting past, almost knocking you over, heading for the Eagle Pub. On the 28th ...

Simon D 26 August 2024 • Last updated 27 August 2024

Support & Further Help

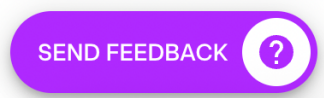
Good luck!

We hope this guide proves useful and helps you forge ahead composing pieces that bring your research to life.

If you have any questions, please contact us at any time.

Send Feedback

In the first instance, we recommend the **'Send Feedback'** button on each page of your archives. It creates a support ticket so we won't miss it, and you can also attach a screenshot to help explain your question.



Email Support

Another option is to email: support@weare.xyz

YouTube Playlist

There is an extensive playlist on our YouTube site:

https://www.youtube.com/playlist?list=PLaHPRkiXL-lx7s_iNrVK6Vzpoo1lgT7dg

Facebook Group

And our Facebook User Group is a very friendly, helpful and mutually encouraging community:

<https://www.facebook.com/groups/weare.xyz>

Online Manuals

Introduction to WeAre.xyz Community & Groups

For an overview and explanation of the WeAre.xyz Community and how to access and engage with it within your account:

https://weare.xyz/resources/weare_xyz_new_community_section.pdf

Creating An Article Reference Manual

This is a comprehensive reference document which explains every available feature for bringing your research stories to life in articles on WeAre.xyz

https://weare.xyz/resources/WeAre.xyz_Reference_Manual_-_Creating_an_Article.pdf

We look forward to seeing the stories you create.

WeAre.xyz

Bringing people & places to life

WeAre.xyz helps individuals, families and researchers gather documents, photographs, memories and places into structured, connected archives that can be explored and understood.

Build coherent articles. Link people and places. Add geography and context.
Create something lasting.

www.weare.xyz