



# Quick User Guide: Ancestry Library Edition

## What is Ancestry Library Edition?

Ancestry Library Edition is a research tool offering the most comprehensive, international genealogical information available online, with billions of indexed names in over 9,000 collections.

## How can I access Ancestry Library Edition?

Your library has purchased a subscription to Ancestry Library Edition. The resource is only available within the library. Please ask your librarian for details on how to access the service.

## Getting Started

When using Ancestry Library Edition in your research there are a number of search options available to you within the database:

### Basic Search (Home tab default)

- **Non-exact / Ranked Searching**

Performs a broad search. It is recommended to enter as much information as possible in order for the search engine to pull up the most appropriate, relevant records. The results display lists the best possible matches first and will recommend additional actions if your search has returned a very large group of results.

- Type the *first name* and *last name* into the appropriate search boxes.
- *Name a place where your ancestor might have lived*
  - You may also specify a country and state/county. This limiter is not used in all datasets. Some results may appear that do not conform to the location you entered.
- *Estimated Birth Year*
  - Enter four-digit years. This limiter is not used in all datasets. Some results may appear that do not conform to the dates you entered.

### Advanced Search (Click the "Show Advanced" link next to the "Search" button)

- **Advanced Search Fields**

- In addition to the search fields found on the Basic Search Page, the Advanced Search page offers the following search fields:
  - *Add Life Events*
    - Create additional limiters based on the listed Life Events with *optional* corresponding year and location details
      - Birth
      - Death
      - Lived In
      - Marriage
      - Arrival
      - Departure
      - Military
  - *Add Family Members*
    - Family members details can help to dramatically narrow results when you are searching for an ancestor with a common name
      - Father

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- Mother
  - Spouse
  - Child
  - Sibling
- **Keyword**
  - Keywords can be used to search for any word you would expect to be found in the database you are searching. This can include things such as an occupation or a location. You are able to only search for keywords. Keep in mind that if you enter more than one term you will need to use quotation marks to ensure an exact phrase search, such as “*The Great War.*”
- **Gender**
  - A drop-down menu offers two options to choose from:
    - Male
    - Female
- **Race/Nationality**
  - A free text field where you may enter information that may have been used for describing or identifying an individual. Keep in mind that you may need to employ historical terms because many of the record collections found here are historical documents and reflect the language of the time in which they were created (i.e., Soviet Union instead of Russia).
- **Exact Match Searching**

Carries out a very precise search looking for all the criteria you provided in your search. If a record does not contain all of the information you have indicated, it is not returned in your search results.

Follow the same instructions as above for a Ranked Search to enter search criteria. With the additional selection of field specific Exact Search options the search will be more refined and narrow in scope.

- **Match all terms exactly**
  - This selection will apply Exact search limits to each field used for the constructed search.
- **First and Middle Name Exact Match options**
  - **Use default settings** - When you use default settings, we look through every first name we have recorded in our more than 29,000 data collections, and pull out any record where the first name is:
    - Exactly what you typed
    - A phonetic match of what you typed
    - A first name which has a similar meaning or spelling as the one you typed
    - An initial that matches the name you typed
    - We may also return records that do not match the first name you typed in as described in this list, but strongly match other criteria

These records are also evaluated against the other criteria that you have given us, and are ordered based on how well all the elements in that record match your search.

- **Restrict to exact matches and:**
  - **Exact Matches:** Records that contain a first name that is exactly what you typed in will appear in your results.
  - **Phonetic Variations:** There are other name matching algorithms that we can use to help identify records to consider for your results. If you choose phonetic, we will identify appropriate algorithms that apply to

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specific data collections and if a record has one of those names, we will use it as a possible record for your results set.

- **Similar Variations:** There are alternates and spelling variations that are commonly used, such as *Will* for *William*. If you choose this option we will look for records with these alternates and consider them as possible results for you to look at.
  - **Initial Variations:** Sometimes in records our ancestors were identified with just their first initials, or the initials of their given and middle names. By including this option, you allow us to examine and possibly include records that just have initials in the first name. So if you enter *Mary*, we will look at records that have *M* as the first name.
- **Last Name Exact Match options**
- **Use default settings** – These options differ slightly from the *First and Middle Name default settings*. When you use default settings, we look through every last name we have recorded and retrieve any record where the last name is:
    - Exactly what you typed
    - A Soundex match of what you typed
    - A similar meaning or spelling to the one you typed

These records are also evaluated against the other criteria that you have given us, and are ordered based on how well all the elements in that record match your search.

- **Restrict to *exact matches* and:**
  - **Last Name Search Options**
  - **Exact Matches:** Records that contain a last name that is exactly what you typed in will appear in your results.
  - **Soundex Variations:** Soundex is a common algorithm used to generate alternate spellings of a surname. If you choose this option, any record that contains one of the Soundex variations for a surname might appear in your results.
  - **Phonetic Variations:** There are other name matching algorithms that we can use to help identify records to consider for your results. If you choose phonetic, we will identify appropriate algorithms that apply to specific data collections and if a record has one of those names, we will use it as a possible record for your results set. For example, if you are prioritizing Jewish Collections first, we would choose the Daitch-Mokotoff phonetic algorithm.
  - **Similar Variations:** There are alternates and spelling variations (international and historical) that are commonly used such as *Hashe* for *Hash*. If you choose this option we will look for records with these alternates and consider them as possible results for you to look at.

### Results Page

The results of your search from either search page will display with the total number of results appearing at the top left of the page. At the top right, two tabs reflect options for viewing the records:

- Records Tab (default view) = Results sorted by relevance
- Categories Tab = Summarized and organized by category

Click on the Categories Tab to view the results sorted by record category; click the Records Tab to switch back to the original view of the results.

To the left side of the page will be the **Searching for...** view which displays the search criteria and limits employed in the executed search as well as the **Edit Search** button. This option will allow for modifications to be made to the search which was just executed. The **Start a new search** link will redirect the page to a blank search page.

The results page **Sliders** appear on the left-hand side to allow for adjustment of the exact matching criteria without the need to fully edit the search.

Also found on the left side of the results page is the **Narrow by Category** area, which lists the categories that produced results along with the number of hits in each category. Clicking on a specific category will refine the listed results in the center of the page and provide more specific sub-categories to continue the narrowing process.

When a dataset with results of interest is located, click on the title to access more in-depth details about the individual hits in that collection. To vet the individual records, float the cursor over the title to view the Preview lightbox, giving more details about that unique record. Once a specific record is located, click on the title link to view the complete record and access other options, including the "View Original" link which opens the image viewer when an image is available for the specific record.

### Image Viewer

Ancestry Library Edition has an interactive image viewer. When the result you select to view has an associated image, the image will appear in the interactive viewer. The image will appear in the center of the screen and, with the exception of the Index tab and Page Navigation arrows at the bottom, all the available tools will be accessible at the top right of the page.

With the Interactive Image View you may:

- Zoom In or Out
- Pan left, right, up, or down
- Click and hold the left mouse button to move the image
- Click the Printer icon at the top right corner to print the image (whole page or zoomed section) and related source details.
- Email the record.
- Share your find on Facebook or Google Plus.
- Save the image to a USB memory drive by clicking the orange Save button.
- Use the TOOLS menu to:
  - Rotate the image 360 degrees (90 degrees at a time)
  - Flip the image horizontally or vertically
  - Invert the colors (i.e., positive or negative view)
  - Adjust the Enhanced Images options for the loading of images more quickly into the viewer during the current session.
  - Access the available page index.
  - View information about the source dataset where the document is found.
  - Find Help and Tips.
  - Provide feedback.
  - Report problems with the image.
  - Switch to the Basic Image viewer, previously the default image viewer.
- If available, click the Related Content link to view other records that share specific information such as name, date, and location.

### Browsing by Location

This feature allows you to narrow down your search to a particular country or state. Click on the **Search** tab and scroll down to the **Explore by Location** function:

- From the tabs, select UK & Ireland, and select the country name *England* from the links or the interactive map.
  - All English specific databases will be displayed.
  - Select a specific collection to search within by clicking on the title
- OR
- Use the right-side Search button to search within all of the country/state/territory/province specific data sets displayed in the list.
  - Click the *History* button at the top right to view a brief history of the location selected.
  - Select the *Resources* button at the top right to view an explanation of the resources used to build this collection of data.

### Card Catalog Search

The Card Catalog is ideal to use if you know the topic, location, or type of resource that you want to search within. This option will provide several search fields to use:

- Click on the **Search** tab
  - Select the **Card Catalog link** from the top right corner of the *Special Collections* box to the far right of the page.
  - Enter *Title* and/or *Keywords* into the fields in the left-side **Search Titles** box.
- OR
- Use the **Filter** area to select specific types of resources.
  - The collections listed in the center of the page will be refined based on the user's selections.
  - Click the title of the collection to access the specific search page for that set of data.

### Selecting a Category or Specific Collection

From the **Search** tab, a list of each of the primary categories (Historical Records, Stories & Publications, and Photos & Maps) will appear on the right side of the page. Each sub-category will list up to three examples of the collections within that sub-category.

Click on the **sub-category link** (e.g., Immigration & Travel) to view a list the collections that make up the sub-category. This page will offer search fields specific to that type of content and provide links for each collection. Either create a search to run across the entire sub-category OR select an individual collection by clicking the link. If an individual collection is selected for searching, the page will refresh to display search fields specific to that collection of data as well as a description of the collection and browse options if available.

### Search Tips

- Start with a broad search. Begin by searching for an ancestor name without including any places or dates. If you get too many results you can refine your terms and search again.
- Try various name spellings. Most names can be spelled in a variety of ways (e.g., Smith, Smyth, and Smythe). If you can't find the person you're looking for try some variant spellings or use the Advanced Search page name matching limits to assist in locating name variations.
- Use double quotes (" ") with two+ word phrases in the Keyword search fields (e.g., "civil rights").
- Wildcard searching. If you are not sure how to spell a name you can try using wildcard characters - an asterisk at the end of a word will replace one or more characters, a question mark will replace a single character.

e.g. Jon\* will find Jones, Jonston, Jonson etc.

e.g. Johnst?n will find Johnsten or Johnston

### Charts and Forms

This is a useful resource area to help you carry out and record your research, and includes areas such as:

- Ancestral Chart: shows you your research progress in a downloadable format.
- Research Calendar: tracks which record sources you have searched and when.
- Research Extract: offers summaries of information which can't be photocopied or may take a while to digest, for example deeds.
- Census Forms: allows you to download the template of the Census forms to see the format, as some are very hard to read.
- Correspondence Record: who you have corresponded with, when, why and whether you have had a response.
- Family Group Sheet: allows you to compile information concerning your ancestors as you go through your research.
- Source Summary: quick reference guide to useful sources to help with your research.

### Ancestry Message Boards

Accessed via the Message Boards tab, the messages posted by the community of millions of family historians from all over the world who subscribe to Ancestry.com at home and who are willing to help and share their expertise and research experience. Messages are updated frequently and may only be viewed (a.k.a.; read-only), therefore posting or replying via Ancestry Library Edition is not permitted. If you subscribed to Ancestry.com at home, you may go to [www.ancestry.com](http://www.ancestry.com) at any time while in the library to post a new message or reply to existing messages via your personal account.