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<u>Getting Started with Ancestry Library Edition</u>

Ancestry Library Edition is an online database that enables users to search millions of genealogical records and resources to compile their family histories. Records in these collections include census information, birth, marriage and divorce records, as well as passenger lists and obituaries.

<u>Using Ancestry Library Edition for the First Time</u>

Ancestry Library Edition is available for use at Idea Exchange locations.

To find Ancestry Library Edition on the Idea Exchange website, go to **ideaexchange.org** and click *Life & Learning* on the top menu.

Select *Databases* on the menu at the left side of the screen. You will find Ancestry listed in the alphabetical index of databases under the letter 'A'. Click on the Ancestry link to enter.

Once you have entered the home screen for Ancestry Library Edition, you can choose the *Begin Searching* button to start searching for historical records.

<u>How Ancestry Library Edition Works:</u>

- **Search for family records** related to births, marriages, immigration, census, military and deaths.
- **Download forms** to create family trees and summarize your research
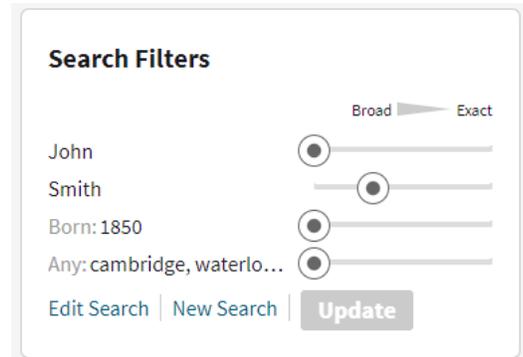- **Download copies of family records** for scrapbooks or albums.

<u>Tips for Searching in Ancestry Library Edition</u>

- Click on the *Begin Searching* button.
- Input the full name of a known family member and a location where they lived
- Having a sense of their birth year is also very helpful. There is a built-in calculator under the *Birth Year* search option to assist in calculations.
- If you are certain about other information, you can click on "Show more options" to input other details of the person's life (i.e. a life event, nationality, etc.). If in doubt, stick to the basic search to avoid ruling out potential matches.

- Generally, you are best to avoid selecting "Match all terms exactly" for names or "Exact" for birth years. Spellings and dates in historical records will often vary due to spelling mistakes or clerical errors. Allowing for some ambiguity in your search will prevent you from missing important connections.
- When you are ready, click the *Search* button.
- Ancestry will produce a *Results* page for you with all the records that match your search parameters. Depending on how common your ancestor's name is in the area specified, you may only have a few search results or you may return many thousands.
- Adjust the *Search Filters* on the top left side of the screen to either *Broaden* your search parameters (if you have too few results) or to make your search more *Exact* (if you have too many).
- You can also filter records by *Type*, *Location* and *Date* using the menus on the lower left side of the *Results* page.
- Click on a record link to explore that document and discover a piece of history. The Image Viewer will show you a scanned version of the document that you can download or print for future reference.

Search Filters

Broad ▬ Exact

John ○
Smith ○
Born: 1850 ○
Any: cambridge, waterlo... ○

Edit Search | New Search | **Update**

<u>Types of Genealogical Records on Ancestry</u>

- **Birth records** (information on parentage, date and place of birth)
- **Immigration records** (information on origin and destinations, family connections, professions)
- **Older military enlistment records** (information on military unit, awards, date of enlistment)
- **Death records** (information on cause of death, time and place of death, next-of-kin)
- **Obituaries** (biographical details, family connections, profession, etc.)
- **Older parish and school records** (christenings, graduations, marriages, etc.)
- **Older census records** (members of household, address, ages, professions)
- **Older tax, wills and land records** (land ownership, property, location, next-of-kin)
- **Burial and gravesite information** (where a gravestone is located, name and dates)

Some types of records are not available on Ancestry's database, usually because they are: **A)** too private in nature to be shared with the general public at this time, **B)** they are administered by a specific public agency with a reason for maintaining confidentiality with individuals or families (for example, Veterans Affairs or Indigenous and Northern Affairs), or **C)** they are held in private or non-digitized collections and not accessible to the database at this time.

Currently, the Ancestry database has its most substantial records coverage in the 19th and 20th centuries in North America, the United Kingdom, the British Commonwealth, and Europe. There

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are smaller collections available from South America, Africa, Oceania and Asia, which they are trying to expand as more content becomes publicly available.

Frequently Asked Questions

- **How do I save an image or document from the database?**

From within the *Image Viewer*, you may:

Save an image (and its accompanying record information) to your Discoveries Page. Click the orange *Save* button in the top right corner of the Image Viewer and select "Send image home." In the window that appears, enter your email address and click the orange "Send email" button to add this item to your *Discoveries* Page and receive an email with a durable URL.

Save an image to a USB memory drive. Insert the drive into an accessible USB port on the computer, click the orange *Save* button in the top right corner of the Image Viewer, and select "Save to this computer." In the window that appears, select your USB memory device and the image will be saved as a .JPG file.
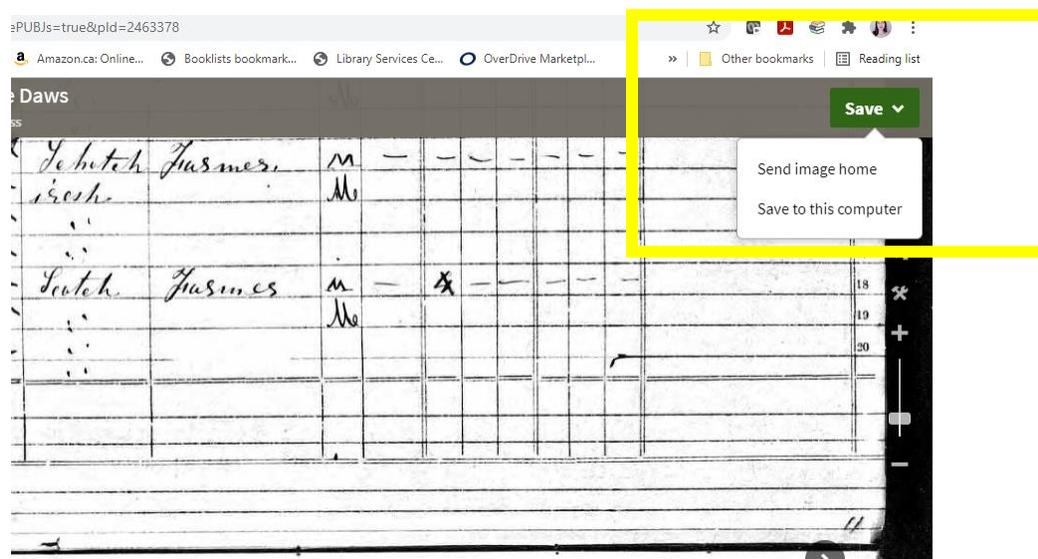
- **How do I print an image or document from the database?**

When viewing an image in the Image Viewer that you wish to print, click the *Tools icon* on the right side of the screen display. Select *Print*, then choose your preferences in the *Print Options* menu. Click *Continue* to begin printing. Note the highlighted recommendation regarding page layout/orientation (Portrait or Landscape) and change the pages settings for your printer accordingly to get the best possible printout.
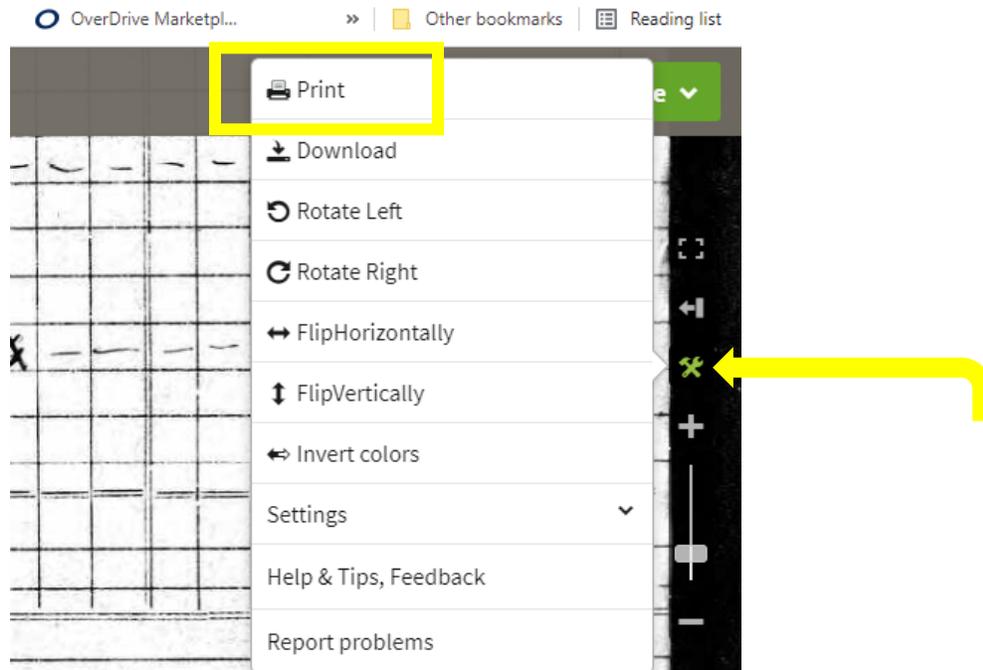
- **Where can I access Ancestry Library Edition?**

Ancestry Library Edition can be accessed online by using a computer at any Idea Exchange location.

- **How do I download a family tree chart to print?**

At the Ancestry home screen, select *Charts and Forms* from the black menu at the top of the screen. You will see the option to download an Ancestral Chart as well as other research forms for genealogy. Click the "Download Form" link to download the form of your choice.

- **What is the difference between Ancestry Library Edition and Ancestry.com?**

Ancestry Library Edition is designed for free use by public library members, whereas Ancestry.com is a subscription-based service for individuals. Ancestry.com has several personalized services and options for customization that Ancestry Library Edition does not offer, such as shareable digital family trees, online forums and other tools for compiling individual research.