



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 more than 5 billion names in thousands of 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 necessary to type in as much information as possible in order for the search engine to pull up the most appropriate records. The results display lists the best possible matches first in your list of search results and allocate each hit with a star ranking from 1 to 5 indicating the likelihood of a match (5 is the highest).

- 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 databases. 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 databases. Some results may appear that do not conform to the dates you entered.
- *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
 - Mother
 - Spouse
 - Child
 - Sibling



Quick User Guide: Ancestry Library Edition

Advanced Search (Click the “Show Advanced” link next to the “Search” button)

- **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, the Ancestry Library Edition search engine looks through every first name 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
 - The system 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 are used to help identify records to consider for your results. If you choose phonetic, the system will identify appropriate algorithms that apply to specific data collections and if a record has one of those names, the system 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 the system 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*, the system 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, the system looks through every last name recorded in the more than 29,000 data collections, and pull out 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 can help identify records to consider for your results. If you choose phonetic, the system will identify appropriate algorithms that apply to specific data collections and if a record has one of those names, the system will use it as a possible record for your results set. For example, if you are prioritizing Jewish Collections first, the system 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 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 be displayed by type of source material, and sorted within the collections by descending number of matches with your searched name.

The number of results will appear at the top left of the page. At the top right a drop-down menu with two options for sorting:

- Sorted by relevance
- Summarized by category

To the left side of the page will the **Searching for...** option 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 made to the search which was just executed. The **Start a new search** link will redirect the page to a blank search page.

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 a new Image Viewer! All of your favorite tools and options are still available, but the look and feel is a bit different for both the Basic and Enhanced Image Viewer.

Both viewers allow the user to:

- Expand the image lengthwise with the “*Image Only*” option.
- Print the image.
- Adjust “*Options*” for the loading of images more quickly into the viewer during the current session.
- Jump to other images within the dataset with the blank “*Image*” box next to the total number of pages or use the Right or Left facing arrows to move backward and forward through consecutive pages.

Basic Image Viewer - The default viewer on all browsers, unless the user has previously downloaded the Enhanced Image Viewer* (* Firefox and Internet Explorer only).

Enhanced Image Viewer – More tools and options; only available for Firefox and Internet Explorer browsers. In addition to the above listed options:

- The *Zoom* options allow for more precise zoom capabilities:
 - Fit Image
 - Fit Width
 - Fit Height
 - Percentages of zooming from 25% to 200%
- *Magnify* will employ a crosshair cursor which, by holding the left mouse button down will give a zoomed view of the area of the image where the cursor is.

Instructions for installing the Enhanced Image Viewer can be found in the Help section of Ancestry Library Edition.

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

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



Quick User Guide: Ancestry Library Edition

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 will be displayed 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 spelt in a variety of ways. If you can't find the person you're looking for try some variant spellings.
- 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

Help

You can access Help from any part of the site. This takes you to an area called "Ask Ancestry". Answers to questions can be printed or e-mailed.

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



Quick User Guide: Ancestry Library Edition

through your research.

- Source Summary: quick reference guide to useful sources to help with your research.

Ancestry Message Board

Accessed under Trees and Community, the Message Board is a community of millions of family historians from all over the world who are willing to help and share their expertise and research experience. Messages can be viewed, but posting new messages or responding to postings is not allowed Ancestry Library Edition.

Ancestry World Tree

Ancestry's World Tree, a service where millions of users share their family trees publicly, is searchable and able to be viewed, but you will not be able to upload your own in Ancestry Library Edition.

Where to find help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)