

FOCUS ON Helpful Hacks

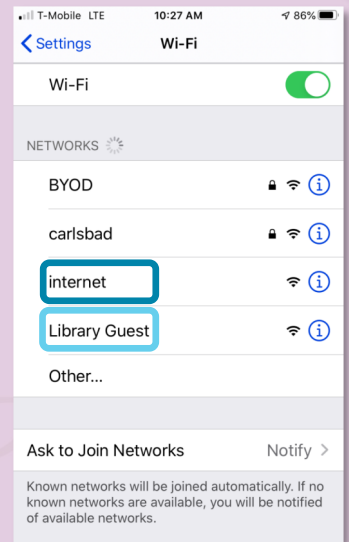
Tips and tricks to get the most out of the library's resources

This Focus On session will provide you with some basic skills and helpful hacks to use when working with genealogy resources available through the Carlsbad City Library



Joining city Wi-Fi on your own device:

- At any Carlsbad City Library location, select the **Library Guest** network for instant access to all eResources and databases.
- At all other city locations (City Hall, Faraday Center, etc.), you can select the **internet** network but will need to log in with your Carlsbad City Library card to access most databases (some are only available at Carlsbad City Library locations).



Computer basics refresher:



COPY



PASTE



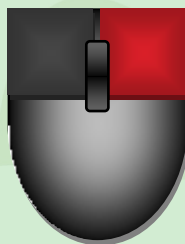
PRINT



FIND



UNDO



Use right button for extra options like:

- Open in a new tab/window
- Print
- Save/copy a link



Make use of the scroll wheel

- **DON'T CLICK IT**, just scroll up and down
- Hold down **Ctrl** while scrolling to zoom in and out

Searching with Wildcards

Wildcards are special characters that allow you to create a broader or “fuzzier” search.

Search

First & Middle Name(s): John
Last Name: Sm?th*

Place your ancestor might have lived: City, County, State, Country
Birth Year: 1918

SEARCH Show fewer options

NAME: John W. Smith
BIRTH: abt 1916 - Brooklyn, New York, USA

NAME: John P. Smythe Jr.
BIRTH: 21 Feb 1916 - New York
DEPARTURE: Plymouth

NAME: John Abram Smithers
BIRTH: 20 Jun 1915 - New York
DEPARTURE: Southampton, England
ARRIVAL: 20 Sep 1933 - New York, New York

NAME: John J. Smyth
BIRTH: 16 Dec 1914 - New York, New York, USA
ARRIVAL: 20 Jan 1960 - Miami, Florida, USA

How to Use

To expand your search, try replacing letters in a name or keyword with **?** or *****

? replaces ONE letter

Joh?ns?n would find:
Johanson, Johansen, Johonsen, etc.

***** replaces ZERO or MORE letters

Joh*ns*n would find:
Johnson, Johansen, Johnsun, Johansson, Johansson, etc.

Remember:

- You can use multiple wildcards and combine wildcards
- Any use of the asterisk requires at least two non-wildcard characters

Viewing, Printing, Saving and Sharing Census Records in Ancestry Library

From a record display page, you can share or print the indexed record information.

Donald J Detwiler
in the 1940 United States Federal Census

Name: Donald J Detwiler
Age: 48
Estimated birth year: abt 1892
Gender: Male
Race: White
Birthplace: Michigan
Marital status: Married
Relation to Head of House: Head
Home in 1940: Oceanside, San Diego, California
Map of Home in 1940: View Map
Street: First
House Number: No

Send Your Find Home!
Enter your email address and we will send you a link to your personalized Discovery Page where you can view and download all of the great finds you

Send document

View printer-friendly

My Discoveries

Donald J Detwiler
1940 United States Federal Census
Birth: Michigan
Residence: 1940 - Oceanside Apt 7ap, Oceanside, San Diego, California, USA
Found on 8/20/20 at CARLSBAD CITY LIBRARY CA

Smith Brewster
1970 United States Federal Census
Birth: 1938 - Kentucky
Residence: 1970 - Fredonia, Caldwell, Kentucky, USA
Found on 8/20/20 at CARLSBAD CITY LIBRARY CA

- Click **Send document** to receive an email containing a link to a page with all of your found records.
- Click the **View printer-friendly** link on the right side of the page, and then use the CTRL+P keyboard shortcut to print.
- Click the green **View** button to see the original record and get additional options to print and save the image.

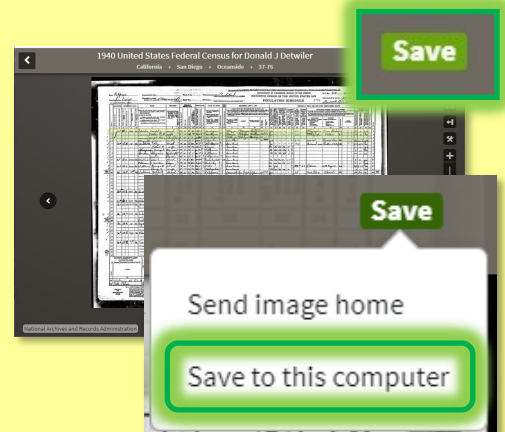
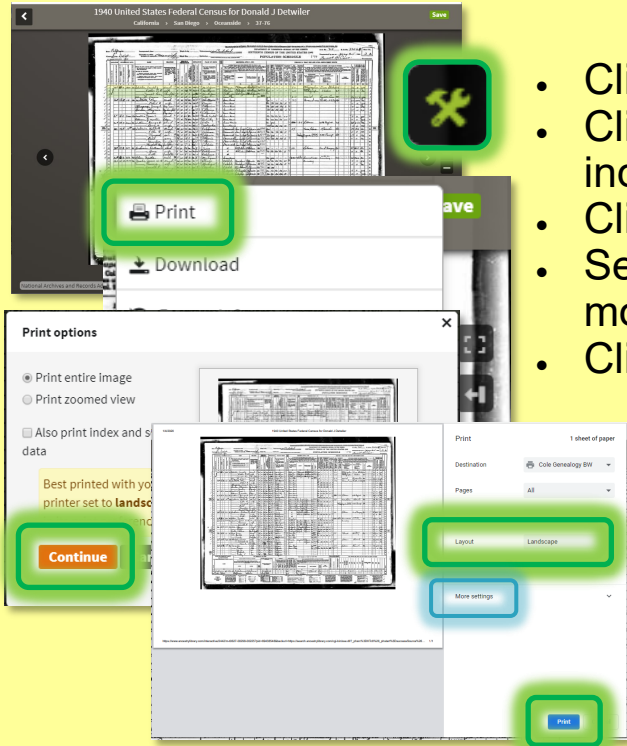
Printing and Saving Ancestry Census Records

From the original document view page:

PRINTING

- Click the **Tools** button on the menu to the right
- Click **Print** - you have the option to print the indexed data along with the image
- Click **Continue** to preview and print
- Select **Landscape** layout to make the image fill more of the page.
- Click the blue **Print** button

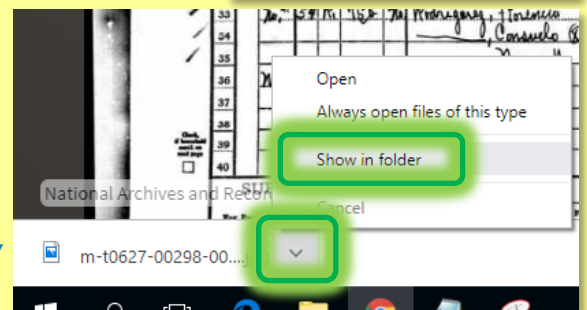
*TIP: under **More Settings** you can adjust the scale to make the image fill even more the page - you can also print on legal size for wider images.*



SAVING to USB

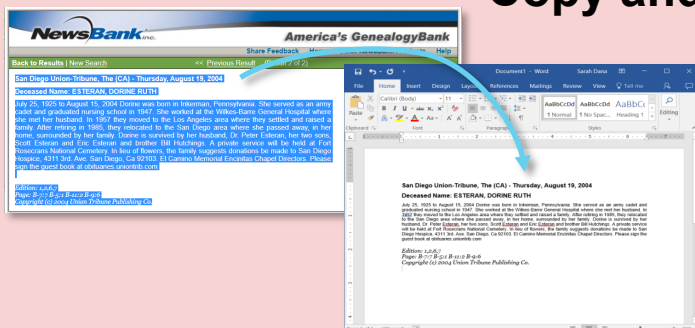
- Click the green **Save** button in the top right corner
- Click **Save to this computer** - the file will save to Chrome's download folder and display at the bottom right of the browser window
- Click the ^ arrow next to file name and select **Show in folder** - a new window will open
- Click, hold, and drag the image file to your USB drive

*TIP: Rename the file to a more user friendly filename by **RIGHT CLICKING** to bring up contextual menu and select **Rename***



Copy and Paste Text

Make the most of text-only databases, such as America's GenealogyBank by using **Ctrl C** to copy selected text, and **Ctrl V** to paste it wherever you need.



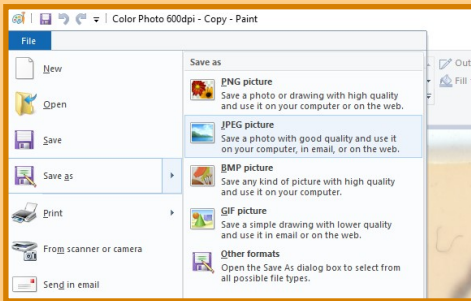
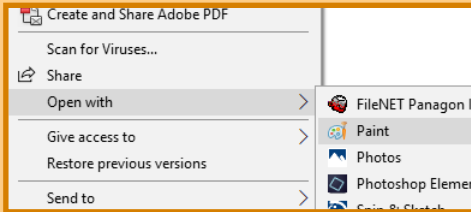
Converting Scanned images



When using library scanners, we recommend that you create high quality images in the TIFF file format, but many websites require that such files be smaller and in a compressed format—such as JPEG. You can use the **Microsoft Paint** program to convert image files to make them suitable for



uploading and sharing.



Create a copy of your original file by selecting the file and pressing **Ctrl C** and then **Ctrl V**

Always edit a copy - never your original image files

Open the new file by **RIGHT CLICKING** and select **Open with > Paint**

In Paint, Click **File > Save as > JPEG picture**

Be sure to save the file in the same location as the original so that you can easily find it.

Making the most of Print Resources in the Genealogy Collection

The Georgina Cole Library has one of the largest genealogy collections in the state of California! There are several tools to help you make the most of this amazing resource:

- County Call Number book
- Call Numbers handout*
- User guides*
- Online catalog*
- Friendly staff!

* available on the Genealogy page at carlsbadlibrary.org!

Genealogy Call Numbers

Frequently Used Call Numbers			
Alabama.....	973.1	Alaska.....	973.8
Arizona.....	973.7	Arkansas.....	973.7
California.....	973.4	Colorado.....	973.2
Connecticut.....	974.6	Delaware.....	973.3
District of Columbia.....	973.3	Florida.....	973.2
Illinois.....	973.2	Indiana.....	973.2
Iowa.....	973.2	Kansas.....	973.2
Michigan.....	973.8	Minnesota.....	973.7
Mississippi.....	973.7	Montana.....	973.8
Nebraska.....	973.2	Nevada.....	973.8
New England.....	974	New Hampshire.....	973.2
New Jersey.....	974.9	New Mexico.....	973.8
New York.....	973.2	North Carolina.....	973.2
North Dakota.....	973.8	Ohio.....	973.4
Oregon.....	973.8	Rhode Island.....	973.3
South Carolina.....	973.2	South Dakota.....	973.8
Tennessee.....	973.2	Texas.....	973.8
United States.....	973	Vermont.....	973.3
Utah.....	973.8	Virginia.....	973.2
Washington.....	973.2	West Virginia.....	973.2
Wisconsin.....	973.7	Wyoming.....	973.8

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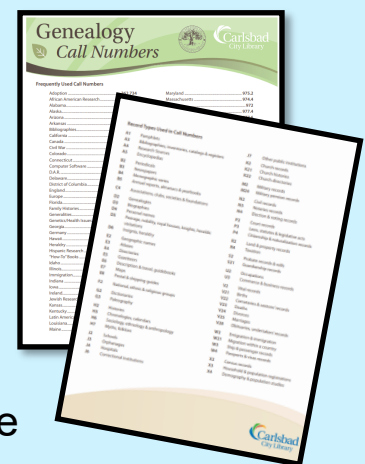
Using the online catalog

Information about all the books in the genealogy collection at Cole Library is available through the *online catalog* on the library's webpage (carlsbadlibrary.org). To keep your results specific to genealogical materials, choose **Genealogy** on the first dropdown menu. Searching by **Keyword**, put your **search** in the third box. To get more specific results, put your search in quotes. Try searching "Montgomery County" or "Virginia Wills" or probate. You can also search record types, such as "S2" or a county's call number, such as "975.5785" (use quotes around record types or call numbers for best results). You can also combine search terms in the search box such as "S2" Virginia to find wills for VA.

The screenshot shows the Carlsbad City Library online catalog interface. At the top, there are navigation links: Log In | My Account | My Lists | Purchase Request | Library Information | Select Language. The Carlsbad City Library logo is on the left. The search bar is set to 'Keyword' and contains the text 'montgomery county'. A dropdown menu is open, showing 'Genealogy' selected. Below the search bar, it says '244 Results Found'. The results list includes 'Montgomery County' by Abercrombie, Janice L. with call number 975.5785 M2 ABE and publication date 1991, and 'Montgomery County history' by Montgomery County Genealogical Society (Tex.). History Book Committee. with call number 976.4153 H2 MON and publication date 1981.

Browsing the shelves

When *browsing* the shelves, you can use the County Call Number book and the Call Number and Record Type handout to get a quick handle on the content of books just using their call numbers. Books are cataloged to sit on the shelf alongside other books in the state or county to which they pertain. For example, 975.5 V2 are vital records for Virginia and 975.5 V25 are (the more specific) marriage records for Virginia.



Accessing Library databases remotely (from home)

The following databases are available remotely with your Carlsbad City Library card:

Archives Unbound
Fold 3

Heritage Quest
Newspapers.com

America's GenealogyBank

To access these subscriptions, enter carlsbadlibrary.org in the URL bar of your internet browser. On the library's homepage, hover over the **Services** tab and select **Genealogy** from the drop down menu. Once on the Genealogy page, scroll down to the **Databases** section and click the link for the database you're interested in. The link will take you to a **login** page where you will enter your 14-digit library card number (no spaces).

The image shows a screenshot of the Carlsbad City Library website. At the top, the Carlsbad City Library logo is on the left, and navigation links for City Site, My Account, Location & Hours, Low Graphics, and social media icons are on the right. A search bar asks "How can we help?" with options to search the catalog or the city website. A "Services" menu is open, with "Genealogy" highlighted. The Genealogy page features a list of resources: Primary and secondary sources, Atlases and maps, Periodicals, County histories, Genealogies and family histories, and How-to guides. A "Related Topics" sidebar lists City News, Trash Schedule, Kid Events, Environmental Services, Streets & Traffic, Utilities, and Adults 50+. The "eResources" section lists American Ancestors, America's GenealogyBank (marked with a "New!" star), Ancestry Library Edition, Archives Unbound, Fold 3, Heritage Quest, and Newspapers.com. A blue arrow points from the "America's GenealogyBank" link to a login form. The login form, titled "You will need to enter your library card number to access eResearch content," has a field for the 14-digit library card number and a "Login" button. A blue box highlights the login form, and a blue arrow points from the "America's GenealogyBank" link to it.