



FOCUS ON

Ancestry Library Edition

Today we'll provide tips and techniques for more effective searching...show you how to save, share and print your research finds...and identify several of the educational resources available in Ancestry Library Edition.

Ancestry Library Edition:

- Contains billions of records in over 30,000 unique databases
- Includes international records
- Provides access to public member trees and message boards
- Allows you to search, save and share your finds
- Is available at all three library locations in the computer labs and on the library's Wi-Fi (Library Guest)

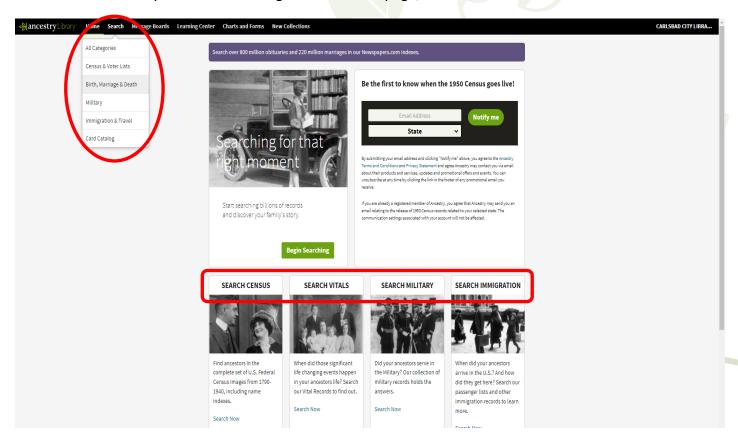
Note: Building trees and contacting users are features only available through Ancestry.com.



Begin Searching

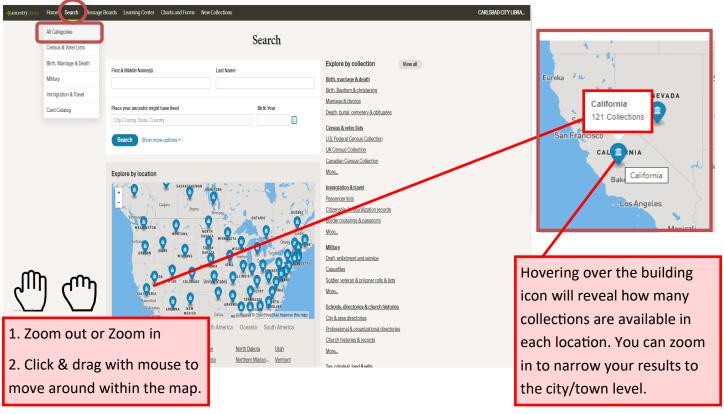
From our library computers, navigate to the Genealogy webpage (<u>library.carlsbadca.gov/services/genealogy</u>) and click the link to Ancestry Library Edition to begin your research!

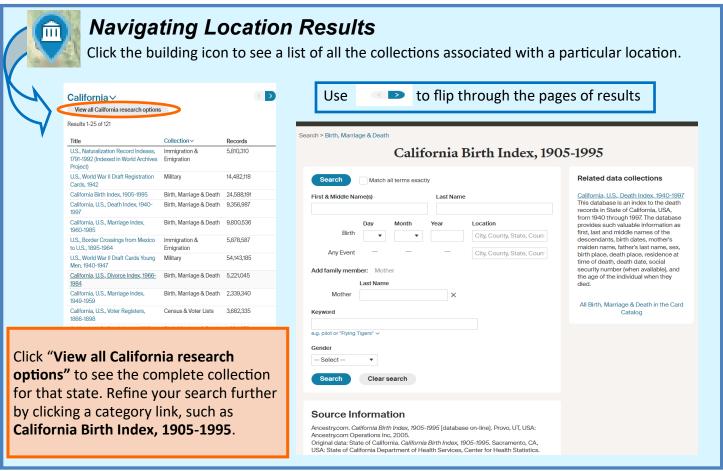
There are several ways to start searching from the homepage, as shown below:



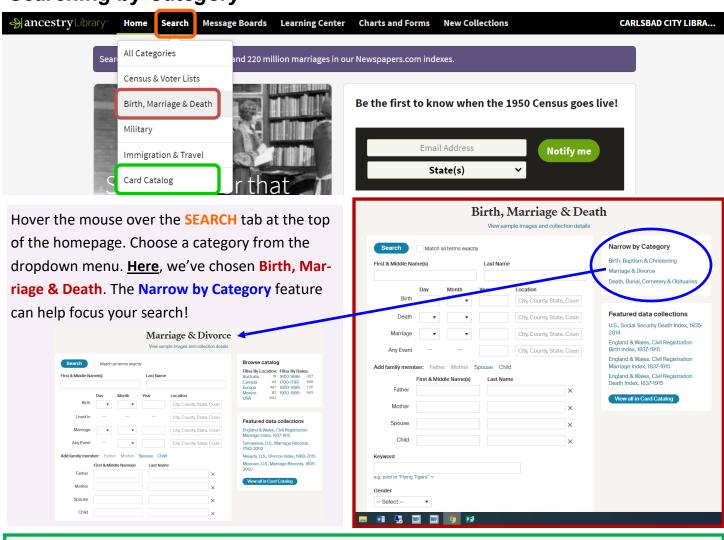
Searching by Location

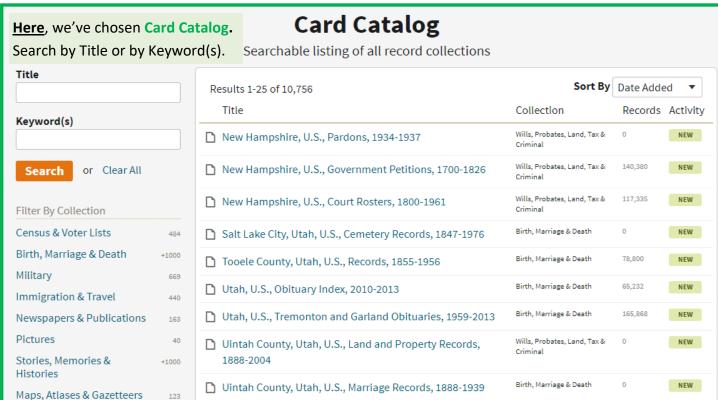
You can **explore by location** in Ancestry Library Edition. This is a quick way to know what's available from your ancestors' locations. Simply navigate to the map by choosing **SEARCH** then **ALL CATEGORIES**.



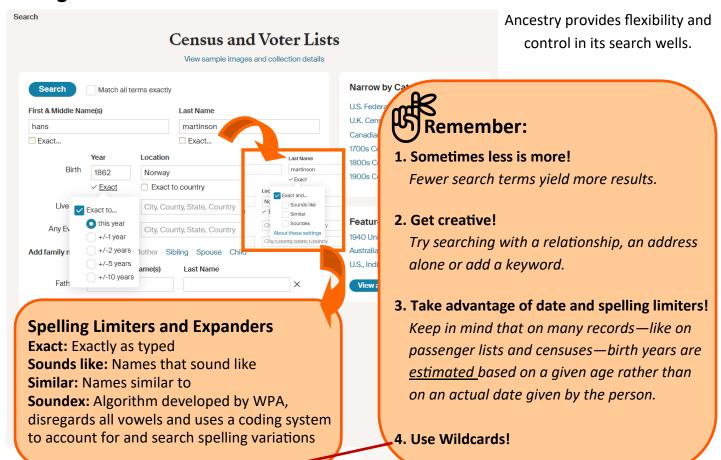


Searching by Category



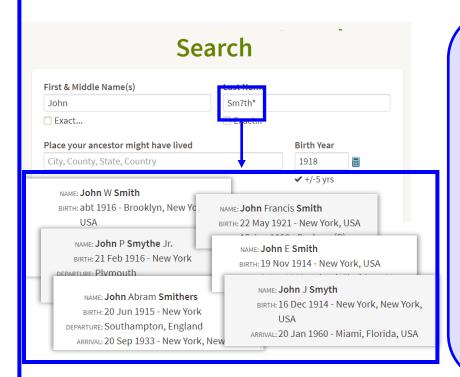


Using the Search Fields



Wildcards *

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



How to Use:

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

A question mark? replaces ONE letter

An asterisk * replaces ZERO or MORE letters.

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

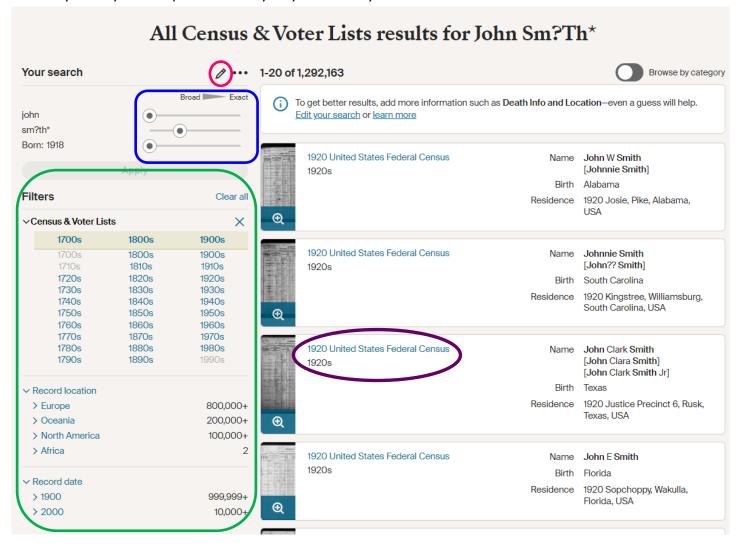
Johns?n would reveal only: Johnson, Johnsen, Johnsun etc.

Remember:

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

Refining Search Results

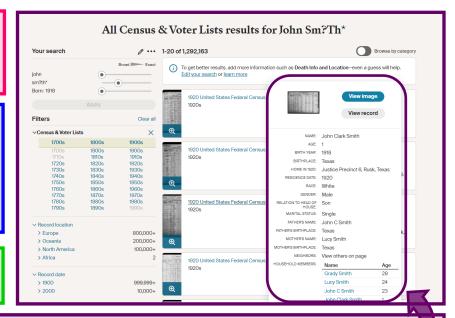
Ancestry Library Edition provides many ways to refine your search:



Click the **pencil icon** if you don't like the results you got and want to edit your search terms.

Sliders help sharpen or broaden your search. Hovering over the sliders will reveal four search levels—broad, sounds like and similar, exact and similar, and exact.

Filters help limit which years and parts of the world you are searching.



Hover over a blue link (i.e. 1920 United States Federal Census) to open a preview window.

Searching the Card Catalog

The **Card Catalog** is a listing of all the collections within Ancestry.

It includes both indexed and nonindexed records. When using nonindexed records, you must browse them, as they are not searchable.

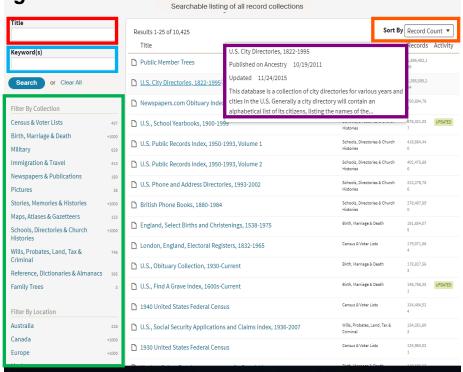
Title: searches only by title.

Keyword: searches all aspects (and **produces more results**).

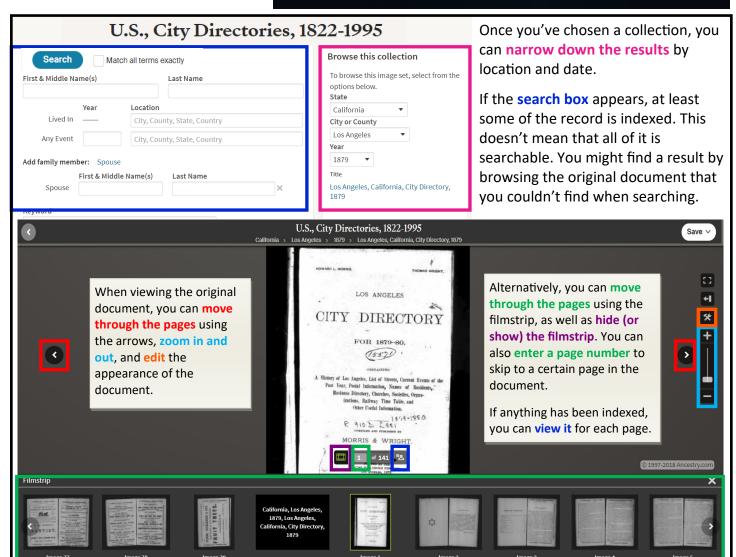
Sort By: database title, date updated, date added, and record count.

Filter by: collection, location or date.

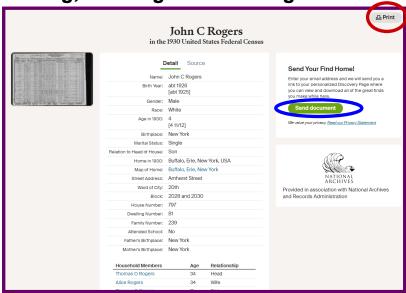
Hovering over the title of a record collection produces a very brief description as well as the publication.



Card Catalog



Saving, Sharing and Printing



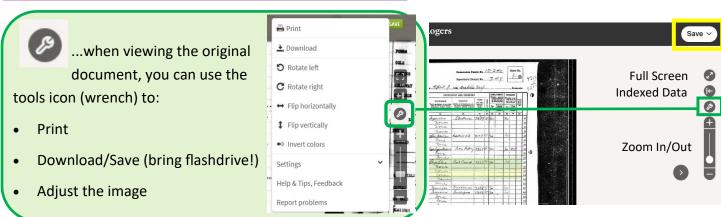
Once a record has been selected you can:

Send the document via email:

You can send multiple documents during a research day at the library, and receive just one email that links to all you sent.

Print:

Create an easy-to-read page that only includes the indexed facts. However...



Using Ancestry's Educational Resources

