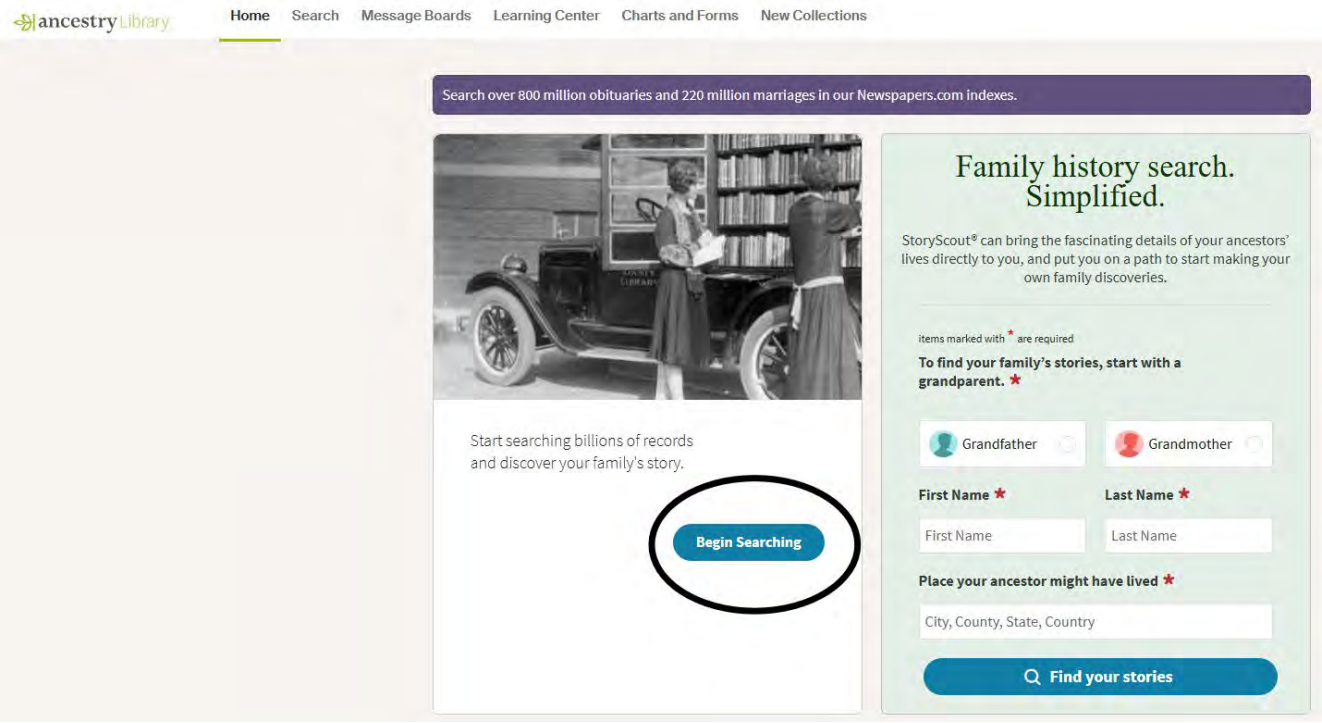
APPLETON PUBLIC LIBRARY

Ancestry Library Edition User Guide

Ancestry Library Edition can only be used in the Appleton Public Library. Ancestry Library Edition is similar to the Ancestry.com consumer version as far as searching but does not allow the user to create family “trees” which are charts showing relationships in an extended family. It also does not allow you to contact users.

Beginning Your Search On Home Page

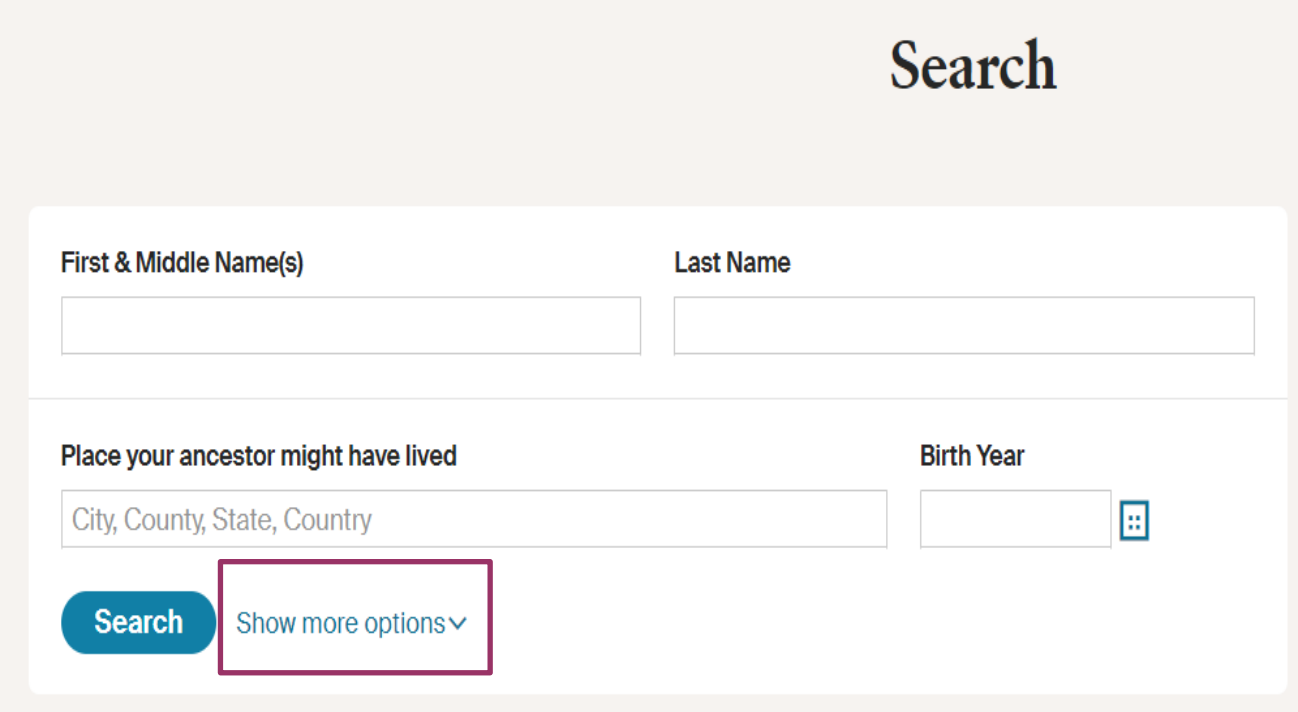
For those familiar with HeritageQuest, which is the at-home companion to Ancestry Library Edition, the search page may look familiar. You can click on any of the collection names to search only in that collection or you can click the green **“Begin Searching”** button to search all collections.



Search By Ancestor Name

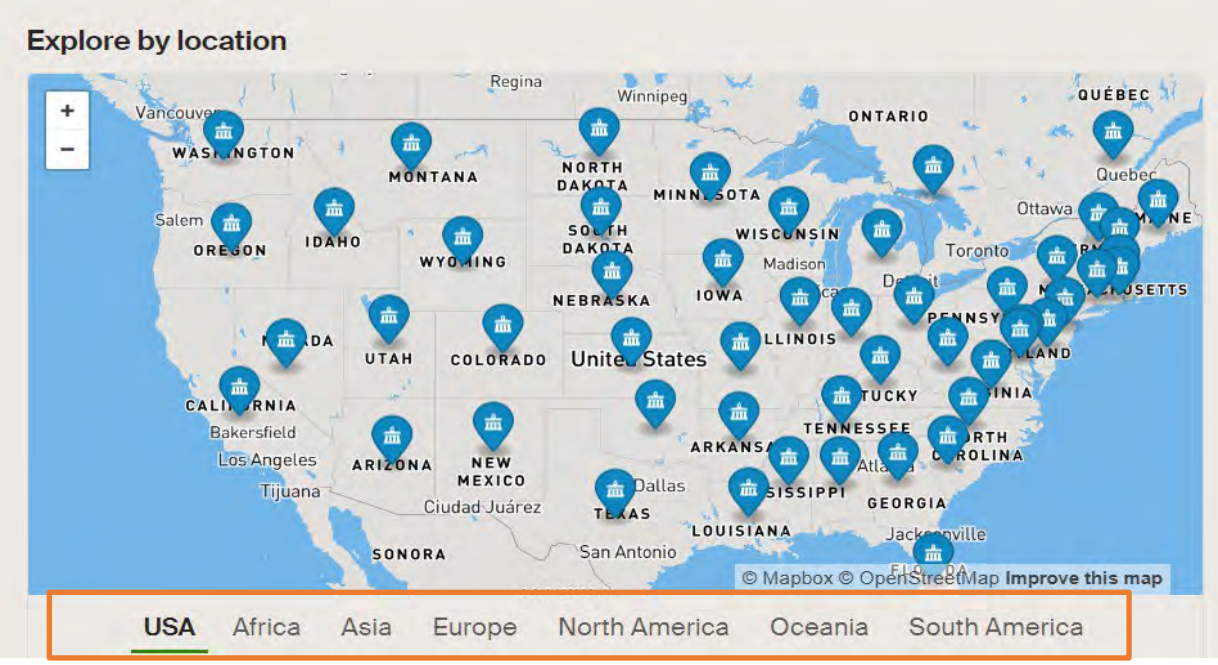
To search by name, fill in the boxes in the appropriate name search area. There are more options which you can use to narrow the search if you'd like. Click **"show more options"** to add additional details to narrow your search. See the next page of this User Guide for additional details on this search screen.

Remember that names may be spelled differently, even within the same family. Try your search multiple ways, such as searching using the full name, just the last name, a first initial plus the last name, or other combinations to make sure you don't miss a record featuring your ancestor.



Search By Location

You could also choose to begin your search by location first. To do this, scroll down and click on the map or the name of the area you wish to search. To search other countries, click the **tab for that country at the bottom of the map**. Note there may not be records for all locations at this time.

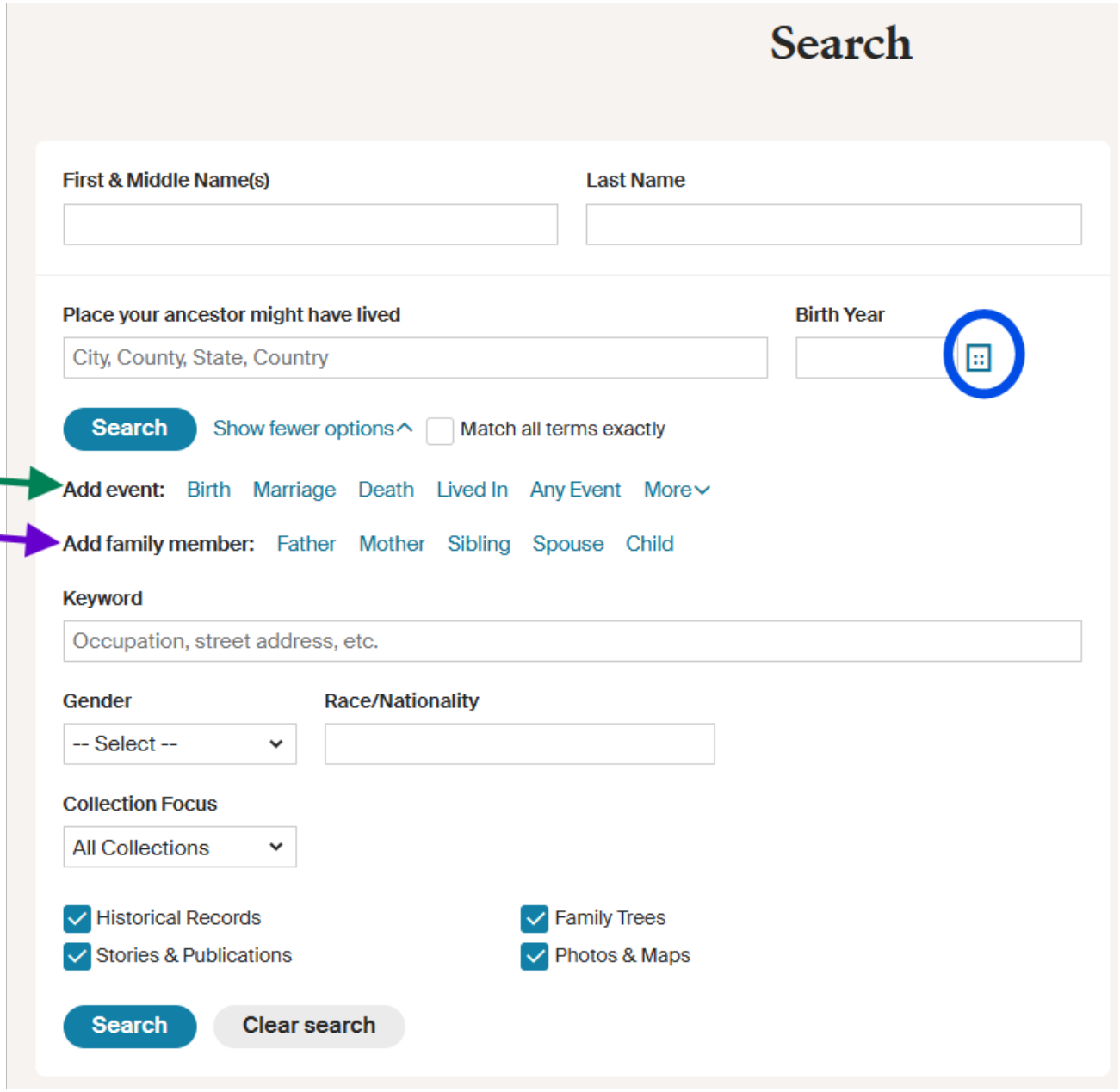


Main Search Box

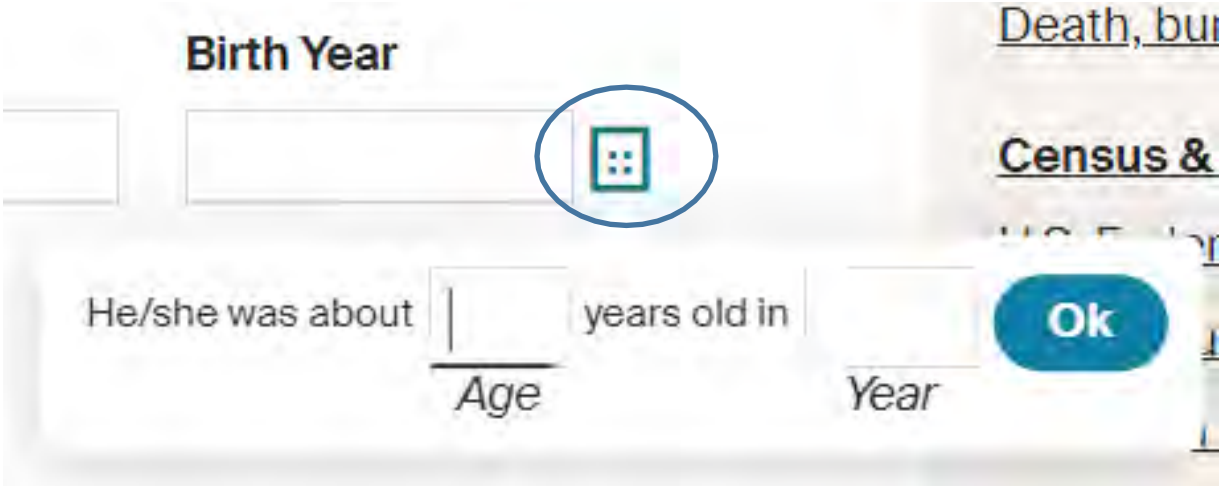
If you click on “show more options” from the main search box, you will get an expanded search box. Click on one of the **“Add Event”** choices, and you will be able to add the year and location of that event.

If you choose from the **“Add family member”** choices, you can add their name so you will be searching for those names together in a record.

Any additions you make will narrow your search. You may get people with similar names or who match the search terms partially. You will want to evaluate each result to determine if it belongs to your family.



You can also click on the **birth calculator** to figure out what year someone was born. Enter their age from a different record. For example, if they were age 18 in the 1880 census, it would calculate what year they were born—1862.



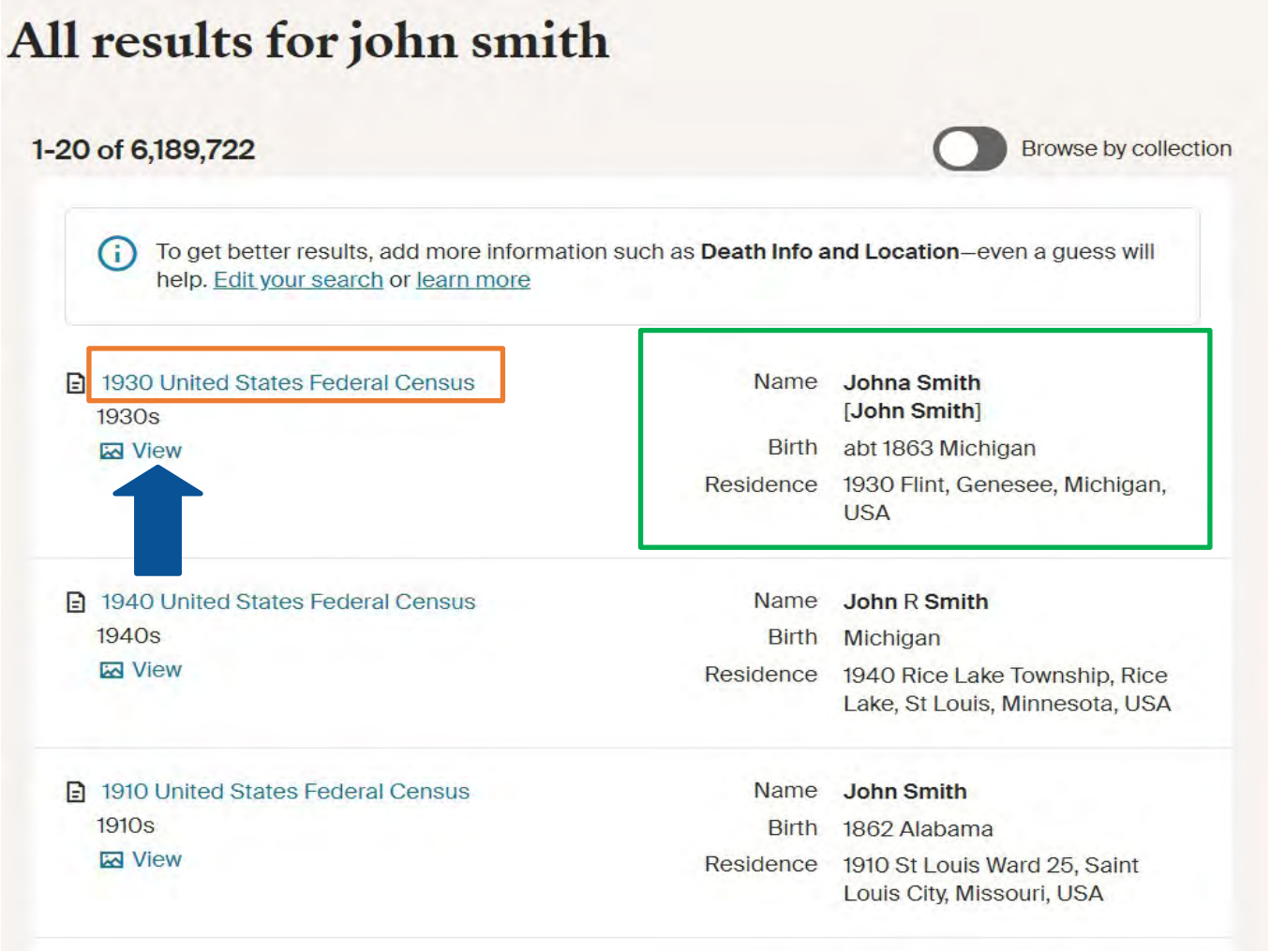
When you have all the data entered you want to use in your search, click on the blue Search button.

You should now be shown the **results page**. Check the results to see if the spouse and children match, or the dates of birth and death are similar. Look for patterns, and remember that there may be mistakes in transcription, so even if it doesn't match perfectly, the person may still be the one you are looking for.

If you didn't get any results, or the results you received don't match up with your ancestor, you can revise your search and try again. See more details on working with the results page and revising your search on the next page of this User Guide.

Results Page

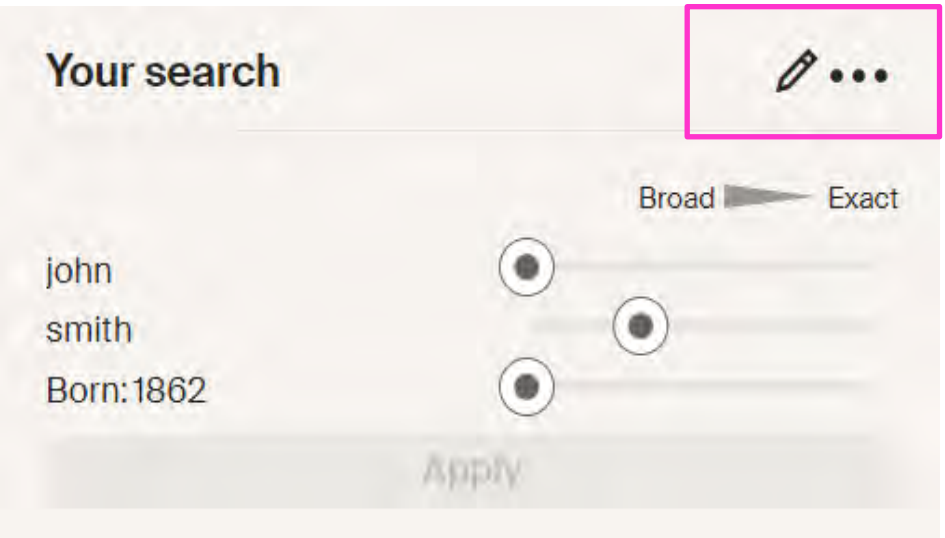
You should now be seeing some results to go through. On the right side of each result, you will see **some indexed data extracted from the record**. Read this to determine if it matches your ancestor. You can click on the title of the collection (Ex: **1930 United States Federal Census**) to bring up a more complete index of the record. Alternatively, you can click **"View"** next to the picture icon to go directly to the image of the record. See "viewing records from Image viewer" of this User Guide to learn more about viewing records.



Revising Your Search

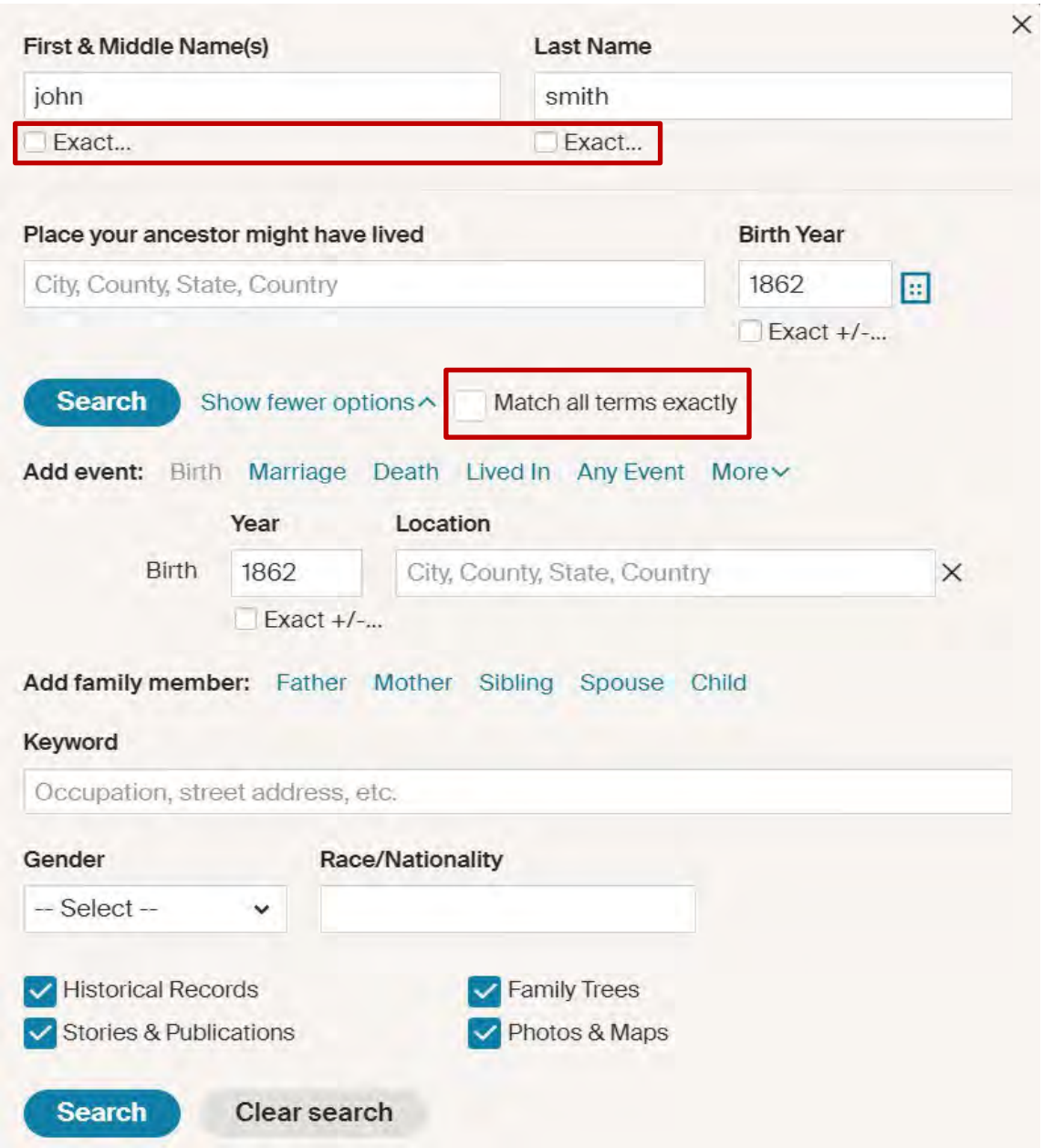
If your search is too narrow, too broad, or is not giving you relevant results, you may want to revise your search. You can either go back to the Main Search Page by clicking “Search” at the top of the screen.

Or, under “Your Search” on the Results Page, you can click on the **pencil icon**, which will then bring up the Main Search box again and allow you to add, delete or revise anything you wish.



Be sure to use the **“Exact”** and **“Match all terms exactly”** boxes on the search screen sparingly. By clicking these boxes, it means you only want results with that specific information so if an ancestor’s birth location is listed as “Wisconsin” or “United States” in a record, but you put in “Appleton, Wisconsin” in the search box and clicked “Exact,” you will not get any results that just say “Wisconsin” or “United States,” even if it could be your ancestor!

See the next page of this User Guide to learn about filtering your search results if you have a large number of results to go through and/or want more relevant search results.



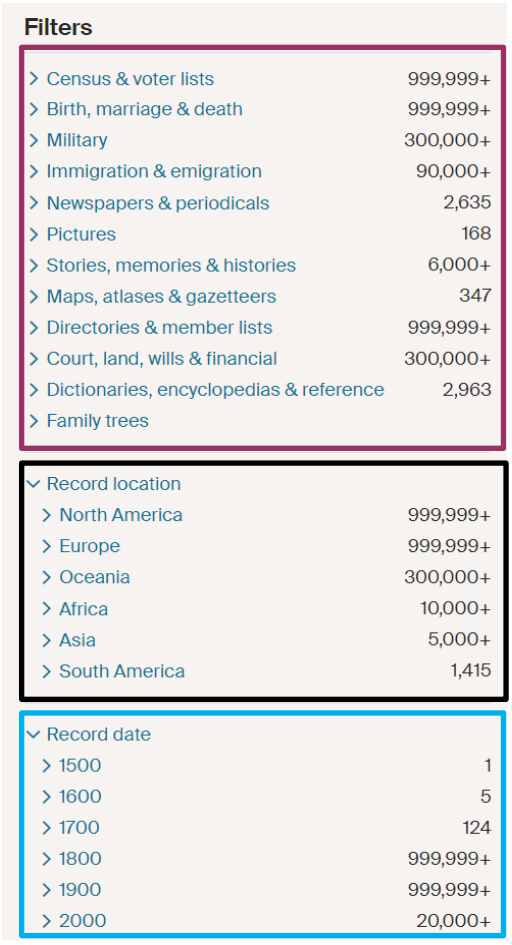
Filtering Your Search Results

If you have a lot of search results to go through, one thing you can do to make the results more relevant and easier to work with is you use the filters on the left side of the results page. You can filter many ways. In the first set of filters, you can filter by **record type**. For example, if you just wanted census records you would click “Census & voter lists” to only give you census records. You could even narrow further, if for example you only wanted to look at 1910 United States Federal Census.

You can also choose to filter by **record location**, which would be what continent, or even more specifically, what country that record is from. For example, if you only wanted to see results from the United States, you would first click on “North America” then select “USA.” From here, you could narrow the results even further by selecting a specific state within the United States. Click **“Show More,”** for a listing of all available states.

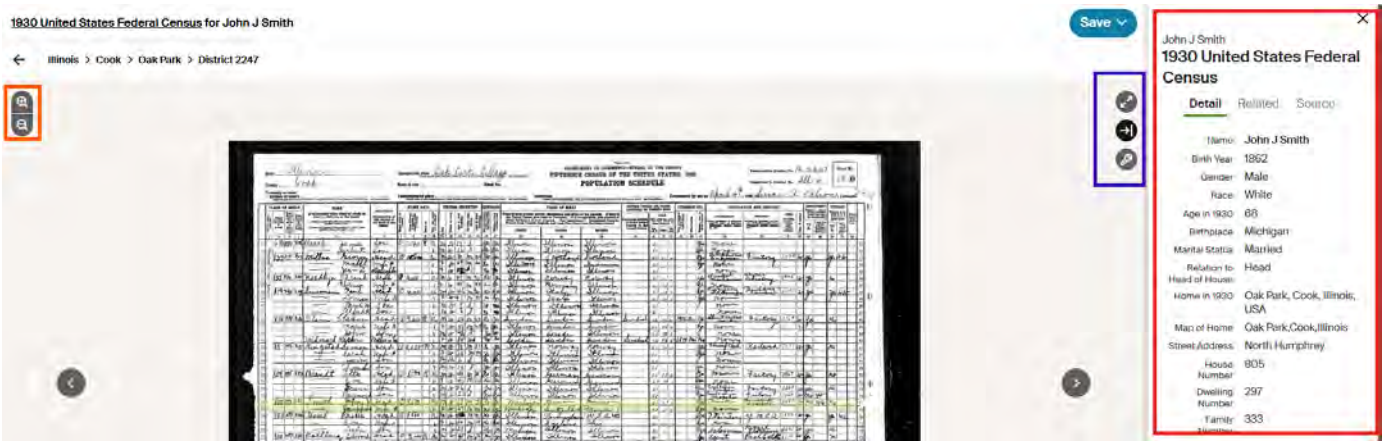
You can also filter by **record date**, with options beginning by the century, then decade level and even down to a year level. For example, to narrow down to 1912, you would first select “1900” then “1910s” then “1912.”

You can use as many, or as few, filters as you would like on your search. However, the more filters you use, the less results you may receive so if you end up with zero results, revise your search or your filters. We recommend trying your search in several different ways. For example, try starting with a broad search and use the filtering on the left of the results page to narrow down your results. After going through those results, revise your search and try adding or changing information and/or using different filters.



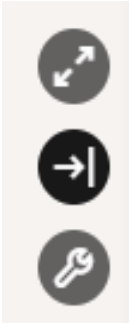
Viewing Records from Image Viewer

Ancestry Library Edition features many scanned images of records which you can view and save. Once you click to view the image, it will bring the image up in the “image viewer.” At the top of the screen, you will see the collection title (ex: 1930 United States Federal Census). In some cases, on the actual image, Ancestry will highlight on the record where the name of the person you searched for is on that image (see yellow/green highlighting).



To zoom into the image to get a closer look, you can use the **plus button on the left side**. Zoom out by using the minus button there.

You’ll find several options in the **tool bar**:



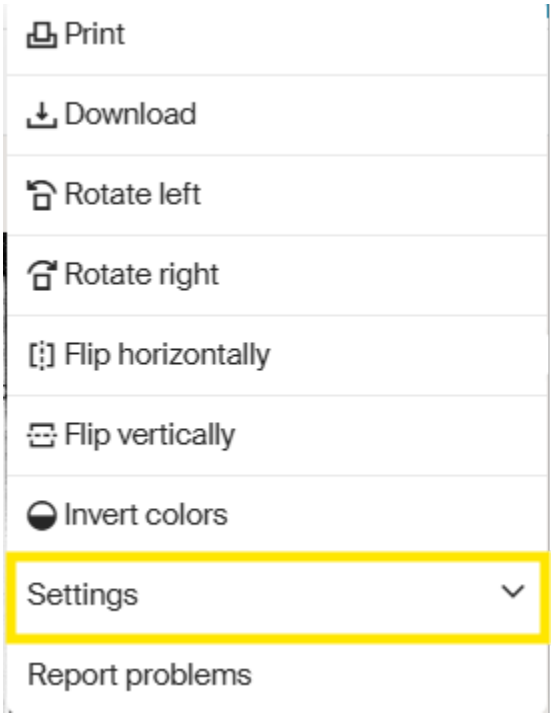
Make the image full screen

Display/Close **information panel**

Tool menu—see further options for viewing/editing the record

Clicking the wrench icon (“tool menu”) will bring up the following options—allowing you to print, download, rotate, flip or invent the colors. You can also see help/tips to learn more about using the image viewer. If there is a problem with the image you can click “report problems.”

Clicking **“Settings”** in the tool menu will bring up additional options for using the image viewer that you can turn off or on (such as name highlighting).



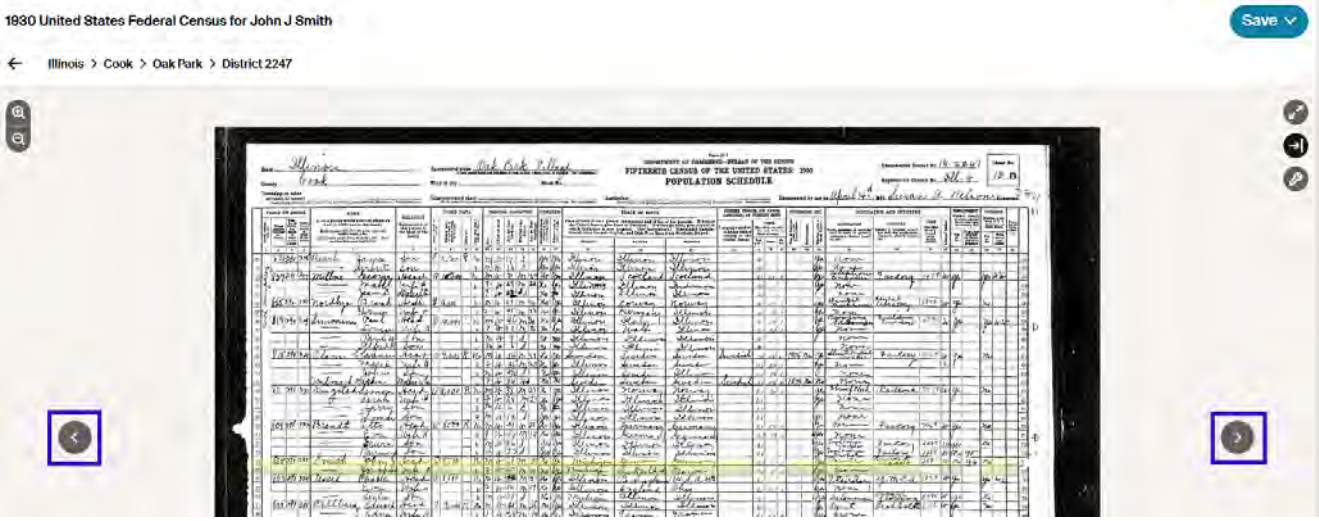
The **information panel** is the content displayed on the right side of the record. To close the panel, you can click on the option in the tool bar that has an arrow pointing right next to a straight line.

Under the “Detail” tab, the information panel will give you an index of the record. By clicking on “Related” tab, Ancestry may display suggested records that they believe may be the same person as dis- played in the record you are viewing. These would be records you may want to review because they may be your ancestor. However, they may just be someone with the same name as your ancestor.

The “Source” tab will bring up a suggested source citation, description of the record collection, information about where the original records came from and more.

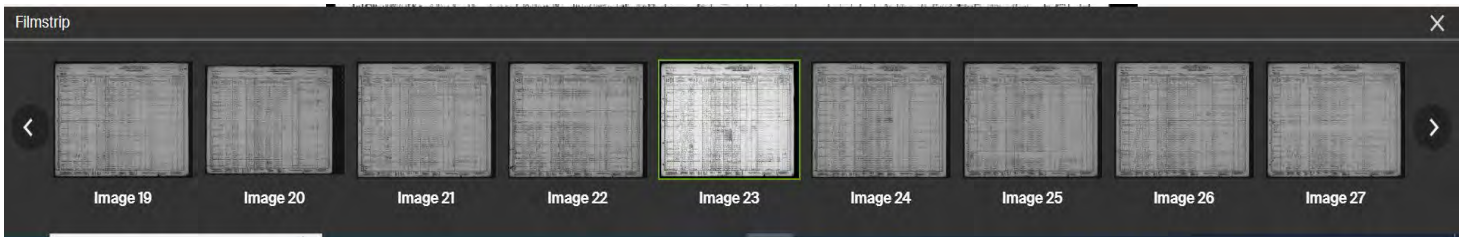
Viewing Records from Image Viewer

In the Image Viewer, you can go back one page or forward one page by click on the relevant **“back” and “forward” buttons**.



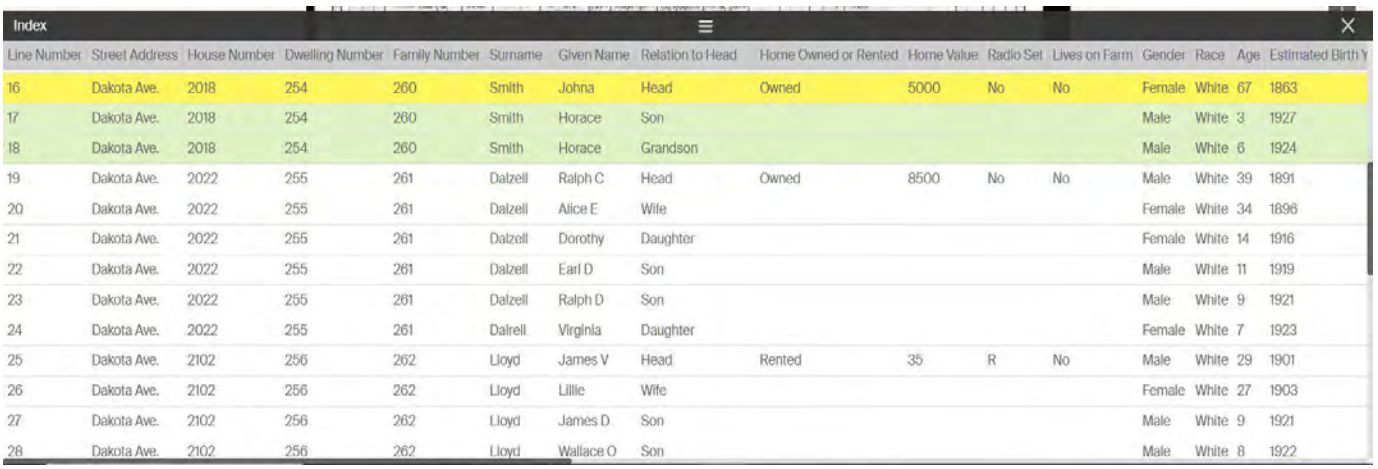
At the bottom of the screen is an additional toolbar. In the **middle of the toolbar**, it will tell you what page number in the collection you are looking at [ex: 23] and how many images in total there are in that particular collection [ex: 116].

By clicking the **filmstrip icon** in this toolbar, it will bring up smaller photos of the pages surrounding the pages you are looking at, allowing you to click on any of the pages to be brought to that page. Alternatively, you could type in **a different page number in the number spot** and click “Go” to be brought to that page number.



By clicking the **outline of the person with three lines icon**, it will bring up the **indexed information** on everyone in that record.

Again, Ancestry will highlight in yellow the person you have selected and in green highlight others in that household for the census. You can use the icon to drag up or drag down the index to make it a bigger or smaller part of the screen.



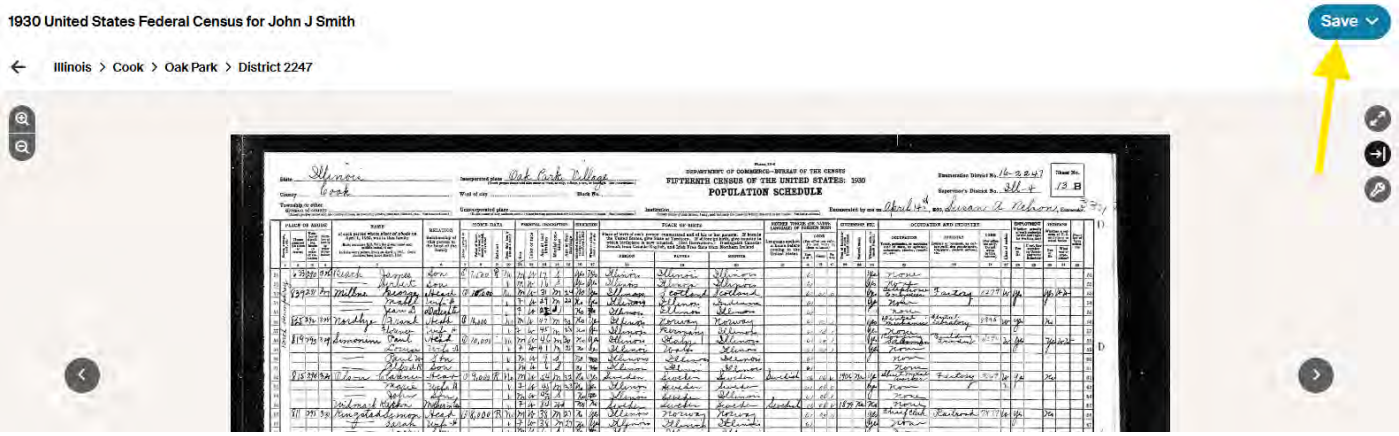
Index

Line Number	Street Address	House Number	Dwelling Number	Family Number	Surname	Given Name	Relation to Head	Home Owned or Rented	Home Value	Radio Set	Lives on Farm	Gender	Race	Age	Estimated Birth Y
16	Dakota Ave.	2018	254	260	Smith	Johna	Head	Owned	5000	No	No	Female	White	67	1863
17	Dakota Ave.	2018	254	260	Smith	Horace	Son					Male	White	3	1927
18	Dakota Ave.	2018	254	260	Smith	Horace	Grandson					Male	White	6	1924
19	Dakota Ave.	2022	255	261	Dalzell	Ralph C	Head	Owned	8500	No	No	Male	White	39	1891
20	Dakota Ave.	2022	255	261	Dalzell	Alice E	Wife					Female	White	34	1896
21	Dakota Ave.	2022	255	261	Dalzell	Dorothy	Daughter					Female	White	14	1916
22	Dakota Ave.	2022	255	261	Dalzell	Earl D	Son					Male	White	11	1919
23	Dakota Ave.	2022	255	261	Dalzell	Ralph D	Son					Male	White	9	1921
24	Dakota Ave.	2022	255	261	Dalrell	Virginia	Daughter					Female	White	7	1923
25	Dakota Ave.	2102	256	262	Lloyd	James V	Head	Rented	35	R	No	Male	White	29	1901
26	Dakota Ave.	2102	256	262	Lloyd	Lillie	Wife					Female	White	27	1903
27	Dakota Ave.	2102	256	262	Lloyd	James D	Son					Male	White	9	1921
28	Dakota Ave.	2102	256	262	Lloyd	Wallace O	Son					Male	White	8	1922

Printing/Saving Records from Image Viewer

Perhaps after reviewing one of your search results, you've found information on your family. Now what should you do? Here, we'll show you how to print and save records.

From the Image Viewer page, you can click the **"Save" button** in the upper right corner.



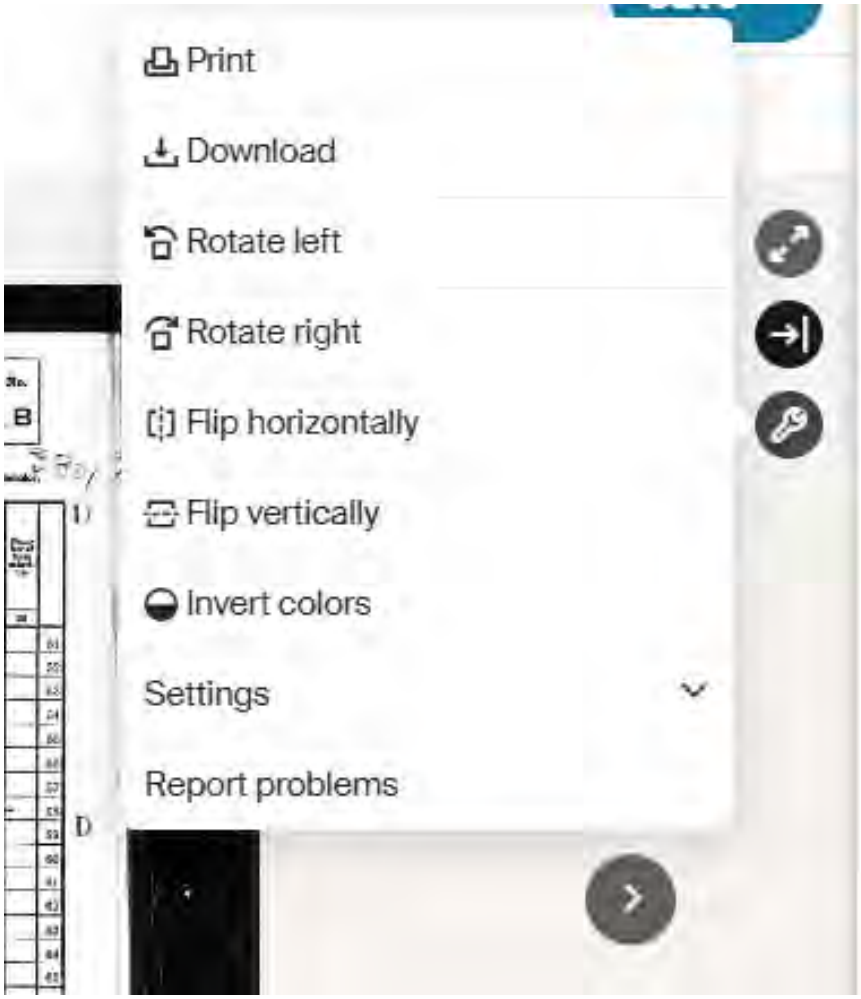
This will bring up two options: Send image home, or Save to this computer.

Clicking "Send image home" will prompt you to enter your email address and Ancestry will send you an email of this page. From outside the library, you will be able to click and download the image or print a printer friendly version of the index.

Clicking "Save to this computer" will allow you to save the image to the computer, or if you brought a USB/flash drive with you to the library, you are able to insert your device into the computer and save the image to your device.

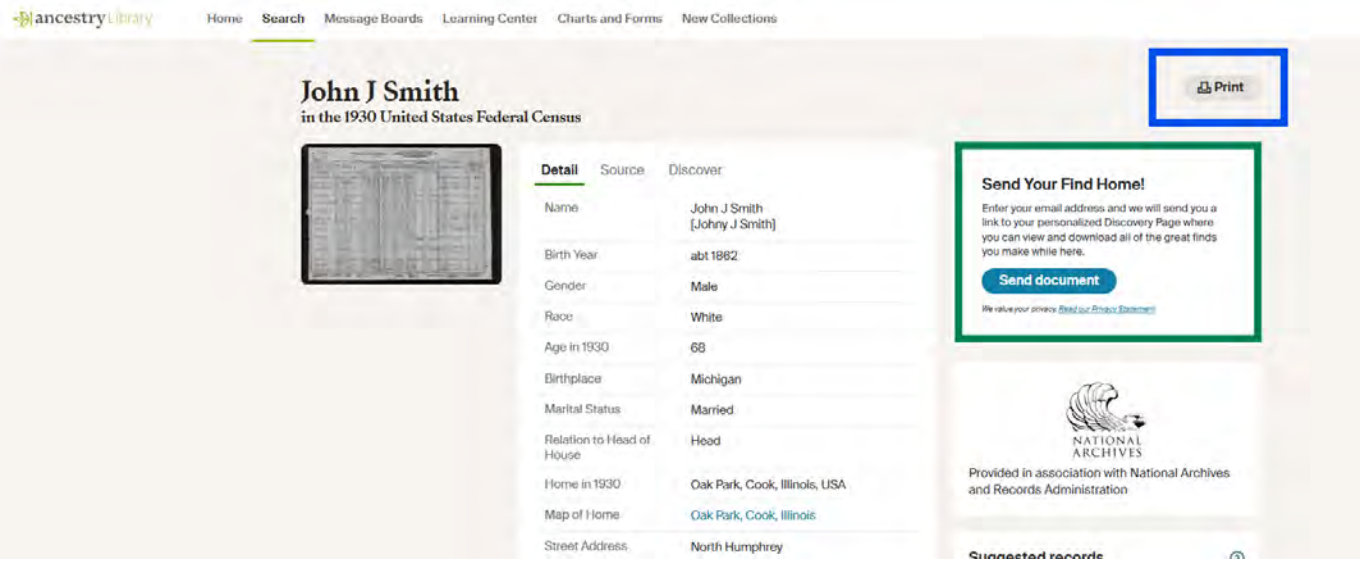
NOTE that if you save the image to the library computer, once you log off the computer, the image will be removed from the computer so you will want to be sure to save it or print it out before logging off.

Once you have downloaded the image, you could open it from the computer and print. Or you could print the image directly from Ancestry. To do this, click on the wrench icon in the toolbar, which will open up a list of choices. From here, you can print or download the image. You can also rotate the image, flip the image, invert the colors or change any image settings. Also included here is an option to view help and tips, which will discuss further how to use the image viewer.



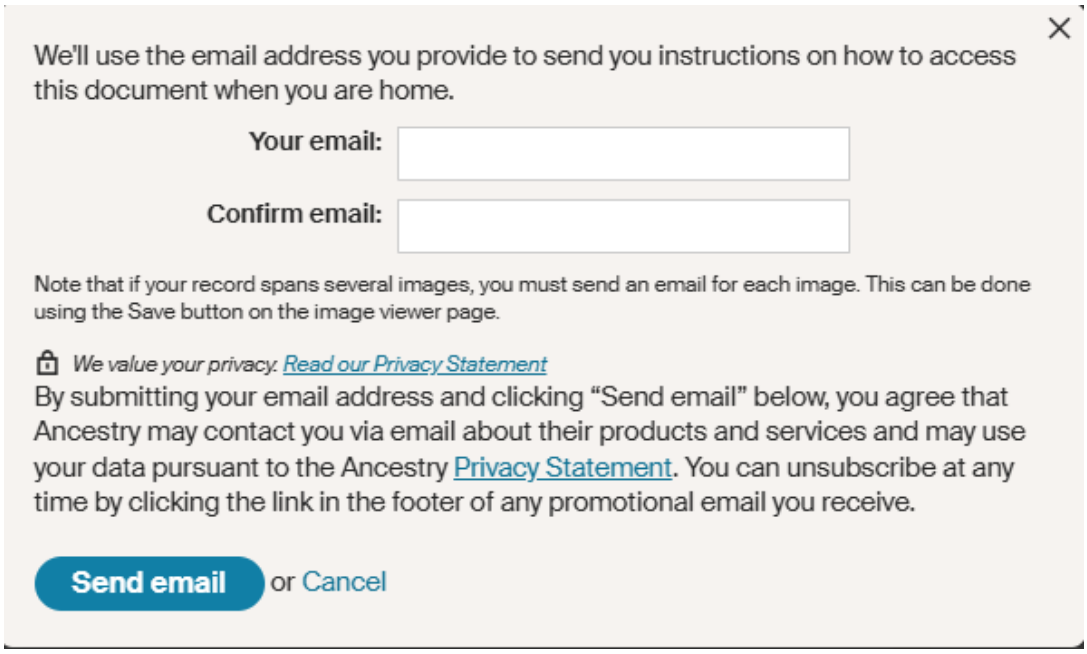
Printing/Saving Records from Index Page

From the index page, you can choose to **Print** or **"Send Document"**



Selecting **Print** will bring up options for you to print a copy of the Index page (ex: the page you see on the screen, with indexed information, source information, etc.).

If you click on **"Send document"** you can enter your email address to be sent an email of this record.

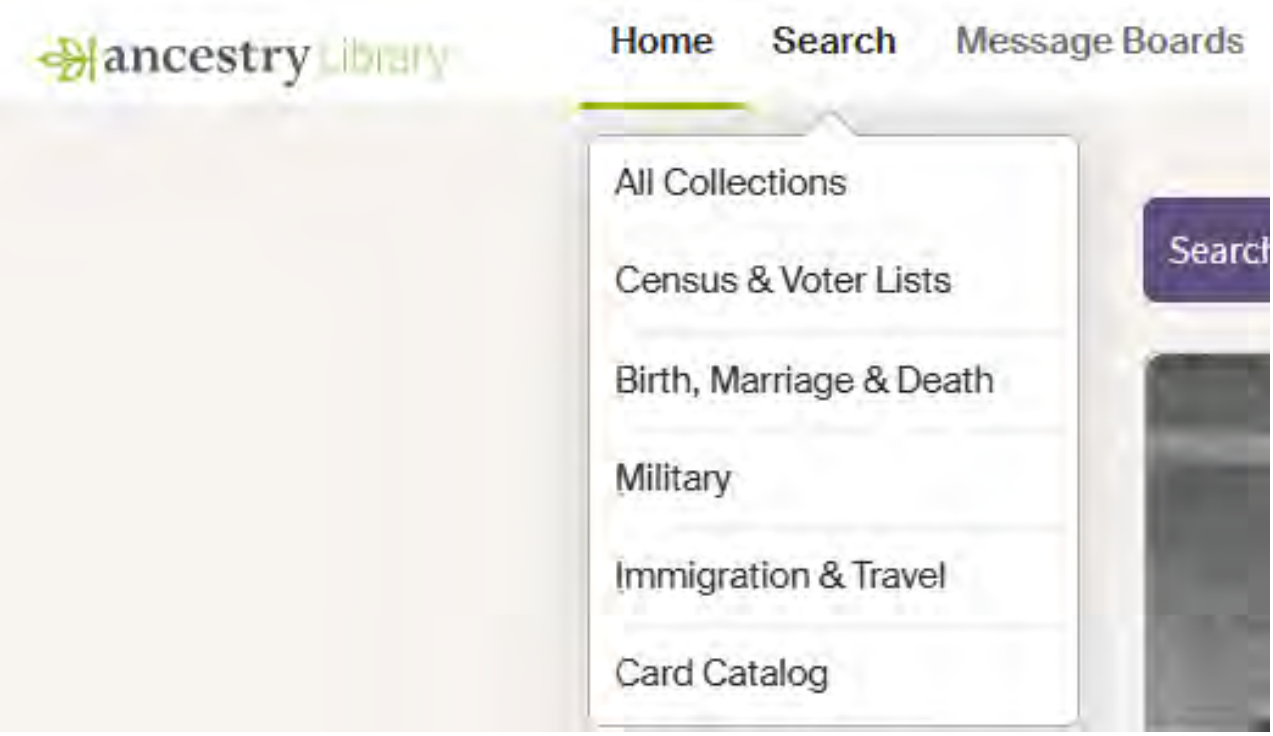


Once you have entered your email in both boxes, click on Send email and wait for the confirmation that says your email was sent successfully. Please note that on occasion, emails may go into your junk/spam folder. The emails are coming from Ancestry, not the library, and will say "You made a discovery at the library on Ancestry!" Clicking on the **"view your discoveries" link** in the email will bring you to your discovery page, which will have links to download the images or print a printer friendly version of the index of the records you have sent to your email from the library.

Search By Category

Sometimes searching for a single category provides better results, for example if you don't have a lot of details about a family member, or perhaps you want to search for information on their immigration, which doesn't have a spot on the main search box.

Select a category from the Search dropdown menu, such as Immigration & Travel. You can search for your ancestor's arrival and departure dates and place of origin—search choices that don't appear on other search pages.



Card Catalog

Choose this tab if you wish to search for or to find a topical category. You can search by title of the collection (ex: 1940 United States Federal Cen- sus,") or by Keyword (ex: "Oconto County"). Or, instead of searching, similar to on the results page, you can use the filters on the left side of the screen, narrowing down results by collection type, location or date.

The Card Catalog will allow you to discover collections that are unique to Ancestry and may be relevant to the locations/time periods in which your ancestors lived.

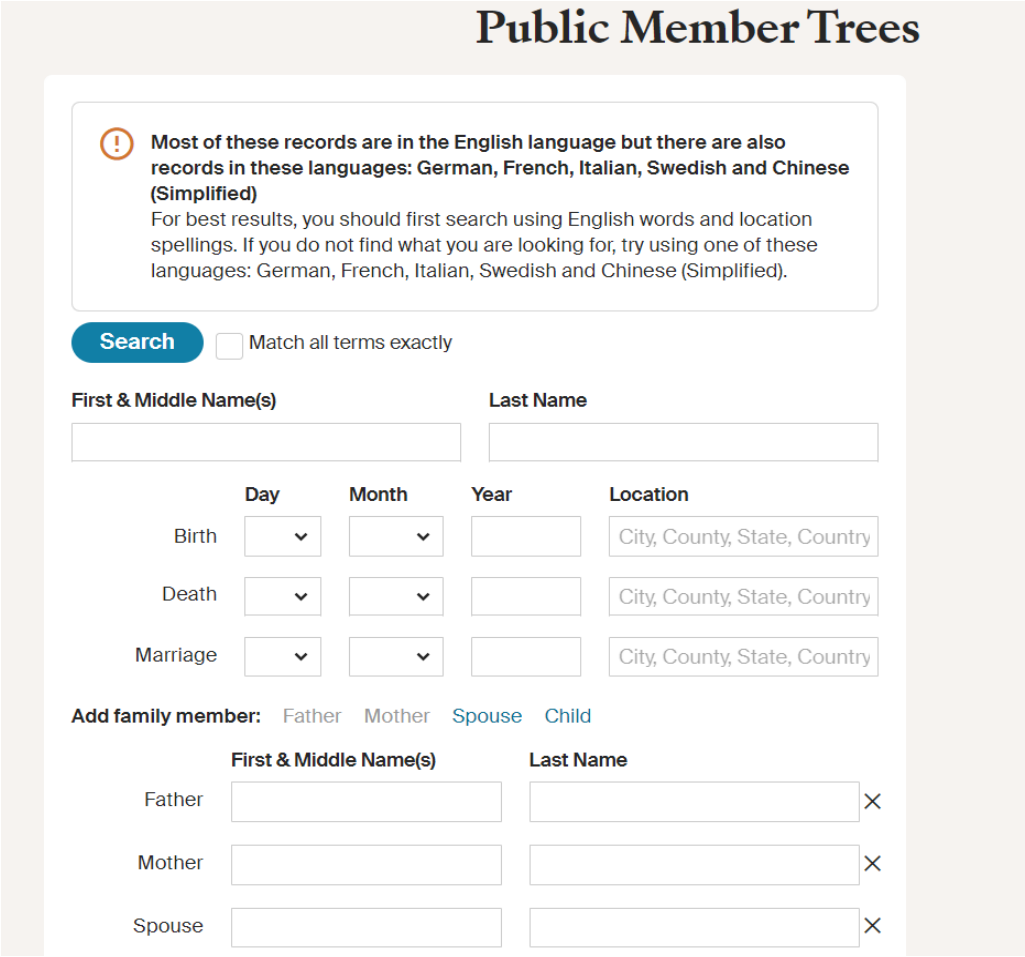
Once you fill in a Title or Keyword and click the blue "Search" button, and/or filter your results, you will get a listing of results to the right. From here you can select to **sort the results** by Date Added, Collection Title, Date Updated or Record Count.

If you see a collection you want to search, or to learn more about, **click on the title of the collection**. Note that some of the international collections may show results in a foreign language, such as the "1916 Denmark Census (in Danish)" in the results listing below.

Viewing Family Trees

One of the most popular features of Ancestry is to be able to view family trees that Ancestry users have placed online. Note in Ancestry Library Edition you are not able to build a family tree yourself, but you can view other public member family trees. To do this, scroll to the bottom of the page on the main home page when you first open Ancestry Library Edition. You will see under the Quick Links listing an option for **Public Member Trees** that you can click on. From the Quick Links, you can also click on other categories to search in those specific collections.

Clicking “Public Member Trees” will bring you a search page, similar to the search page you used to find records on your ancestor. However, on this page, you are only searching within the **Public Member Trees** database. You will want to put in as much information on your ancestor as you know, such as their name, birth year and location, death year and location, and/or spouse or parents’ names. Once you have filled in as much information as you know, click on blue search button.

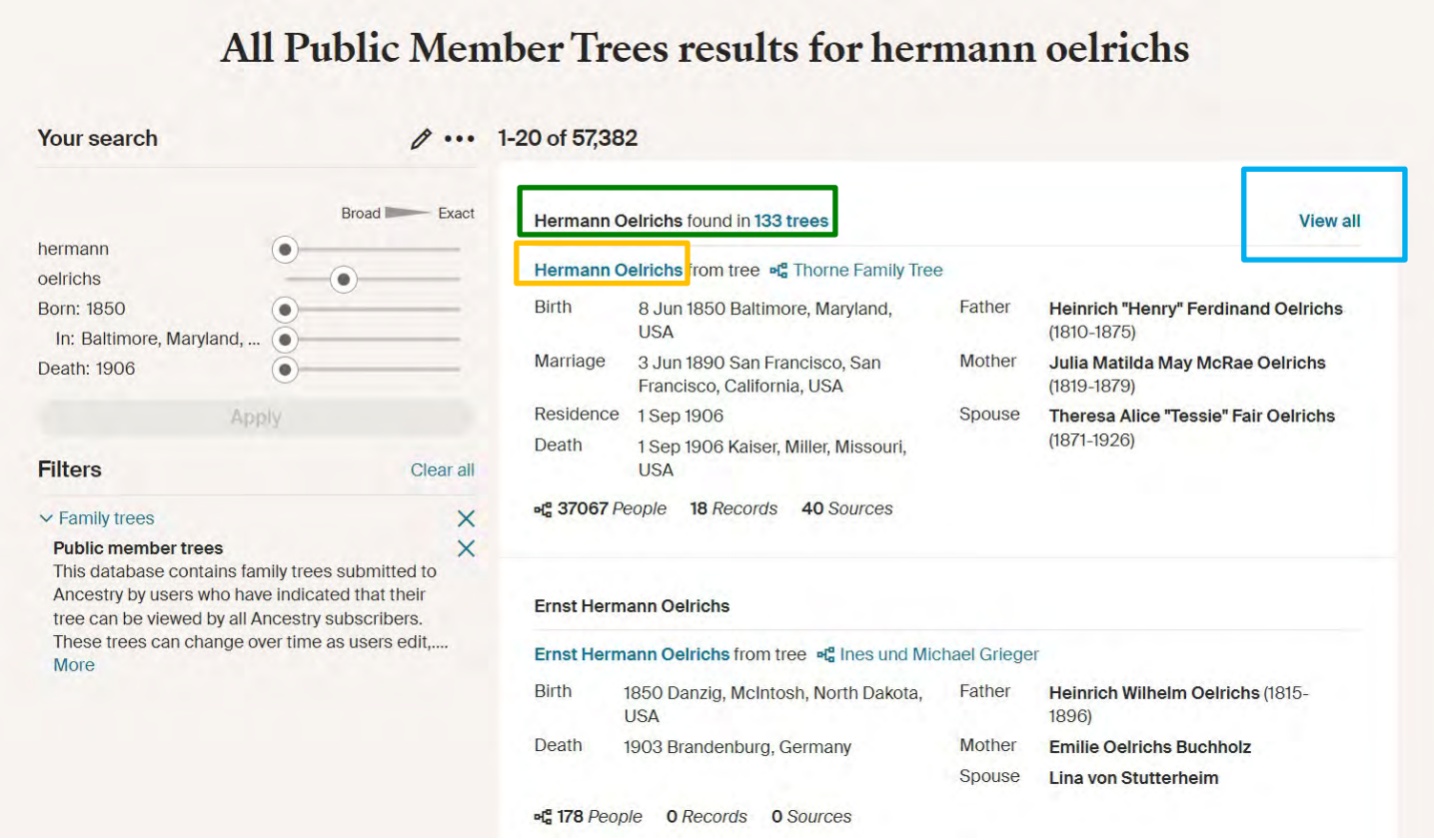


NOTE: When searching Public Member Trees, only people who are marked as deceased will show up. For privacy reasons, any person marked as still living will not be displayed. For this reason, you will want to search for an ancestor or relative of yours who is deceased.

In Ancestry Library Edition, you are not able to contact the tree owner or make any edits to any public member trees on the site.

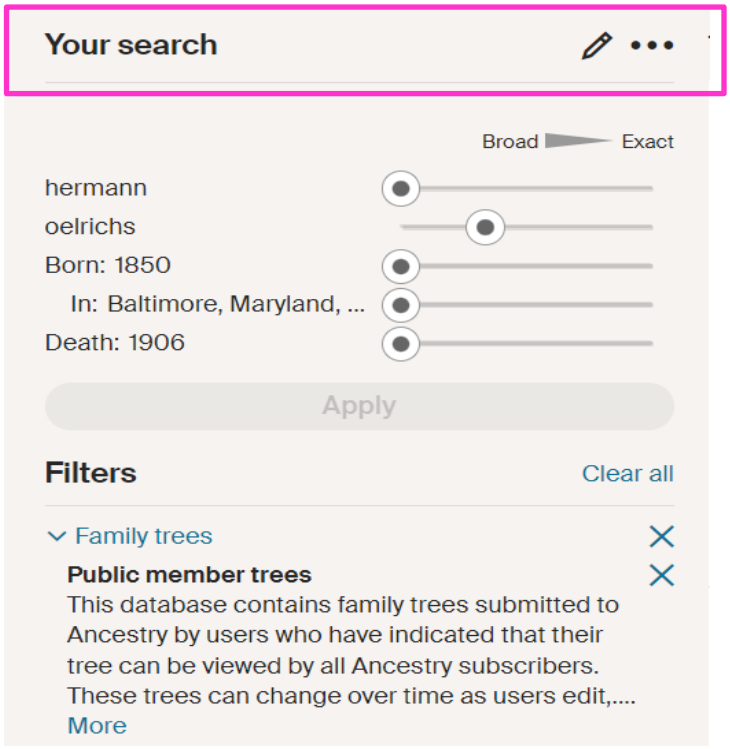
Public Member Trees—Results Page

After you click “Search” you will now be directed to the results page, where you can see if your ancestor is featured in any public member trees. If you see a match that appears to be your ancestor, you can **click on their name** to pull up a family tree they are in to view further details.



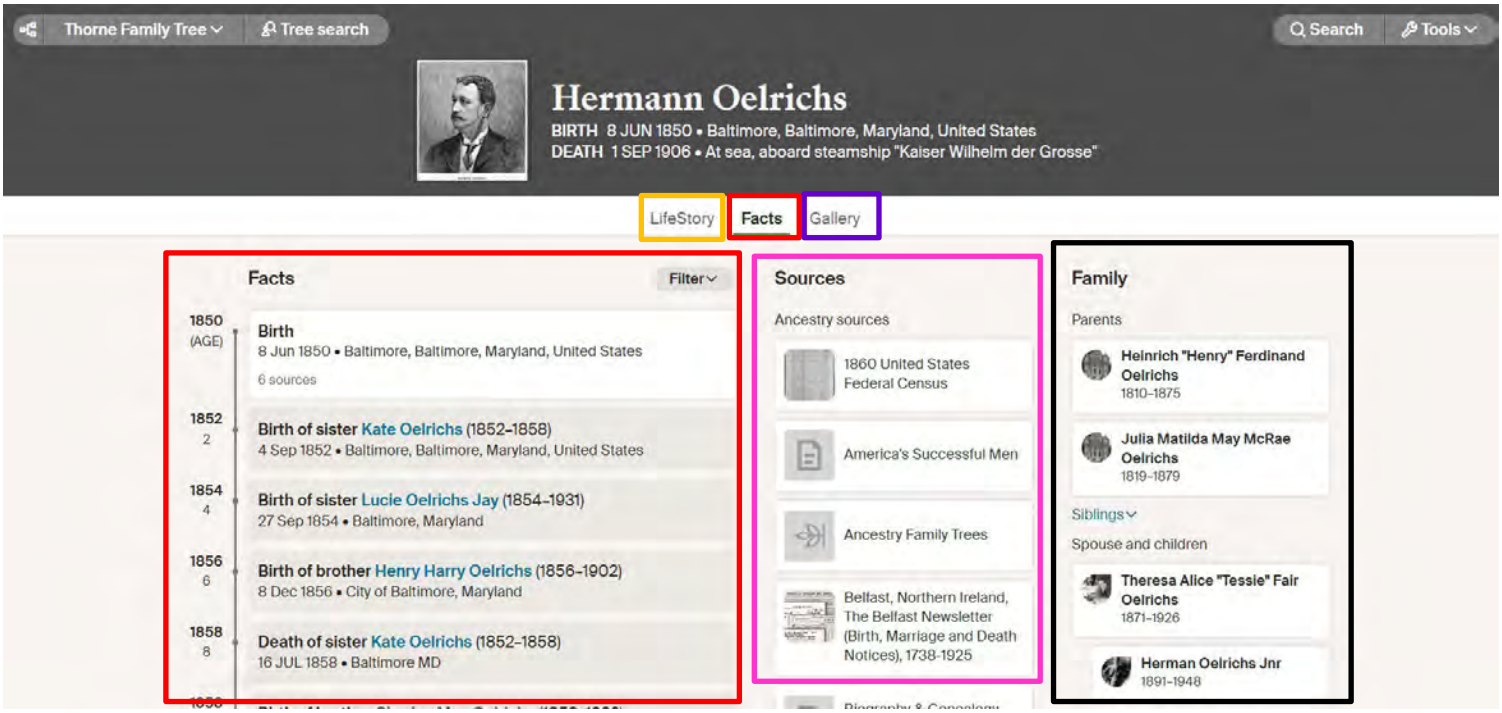
Note that on the results page, Ancestry consolidates trees if it believes this same person is featured in multiple trees. For example, the **first Hermann Oelrichs is found in 133 trees**, but Ancestry is just showing you ONE of those 133 trees. To view all 133 tree results for this Hermann Oelrichs, you’ll want to select **“View all”** on the right side of the results page.

If none of the results seem to be your ancestor, or there are many results to view, you can again edit the search by using the **pencil icon** on the left side of the screen:



Public Member Trees—Viewing the Tree

Once you have clicked on the name of your ancestor or the name of the tree they appear in from the results page, you will be brought into the individual's tree. NOTE that anything in this tree was put on here by the person who created the tree, and the information is not 100% verified.

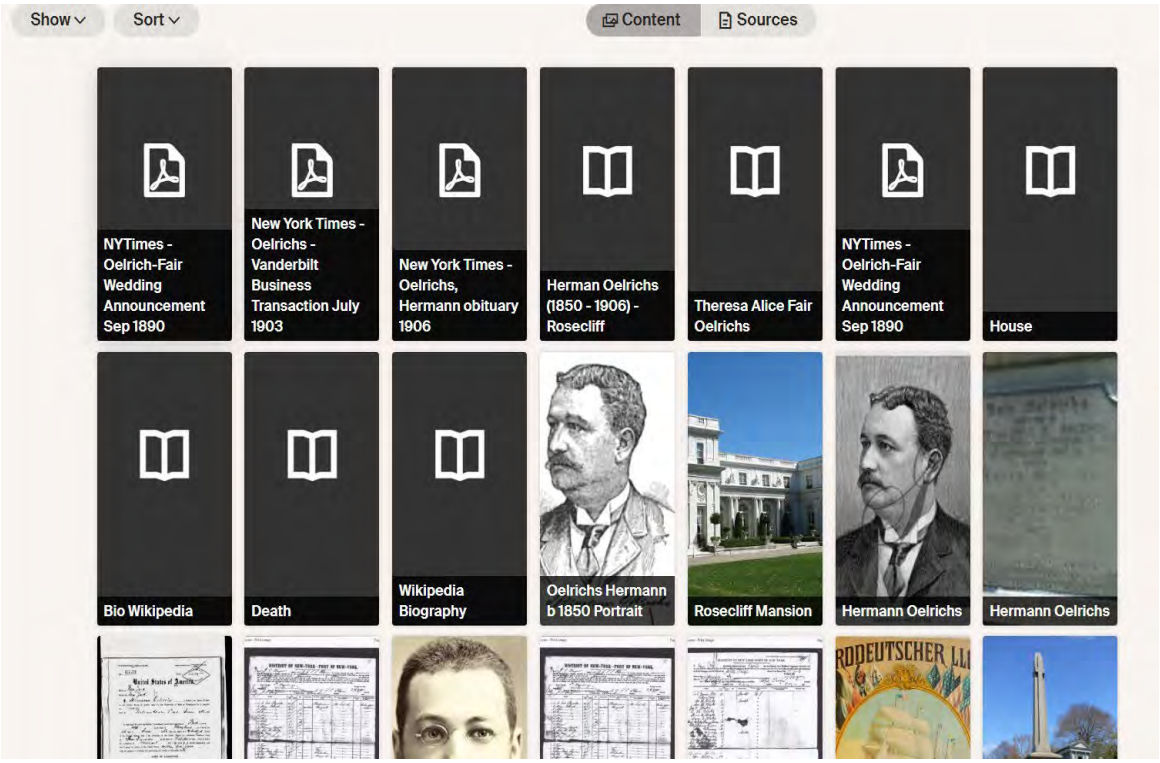


This is called the **Facts Page**. The **Facts** column gives a timeline of your ancestor's life. The **"Sources" section** shows where these facts came from. Clicking on a source will bring up the source for you to be able to look at and save or print if you wish. The third column shows **members of the family**. To find out more about their lives, click on their name of the person and you will be taken to the Facts Page about them.

This page also features a **LifeStory** option. If you click on this, it will display your ancestor's life in a more visually appealing timeline, with photos, maps, and other information on your ancestor.

The page also features a **Gallery option**. Clicking on this will show you any images that the person who created this tree has uploaded to their site. In this example below, you can see photos of Hermann Oelrichs, documents and more.

Just like with records you may find through searching, you can save/print records found on someone's tree, print/save photos or other materials attached to their tree. You can also print a pedigree view of the person's tree or a family group sheet view of each family unit.



Public Member Trees—Viewing The Tree

To see an overview of all the people in this user's tree, click the name of the tree in the top left corner. In this example, it is called **"Thorne Family Tree."** Select "view tree"

You will then be shown an overview of the family tree in Family View. If you would like, you can switch to viewing the tree in Pedigree View using the tools displayed on the left side of the tree overview. If you would like to see a person's fact page, just click on their name and then click on "Profile."

Family Tree Toolbar

Change tree view. Options include Horizontal, Vertical, Fan or List

View gallery

Find in tree

More options – such as print or create a keepsake

Home – brings you to the first person in the tree

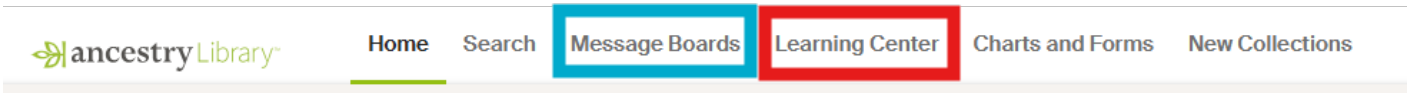
Zoom tree in

Zoom tree out

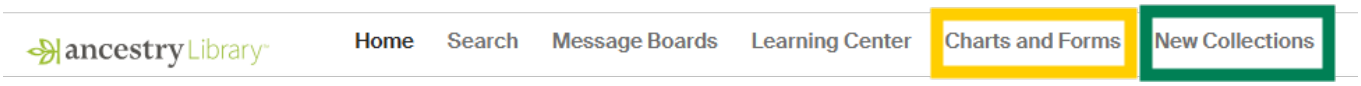
Additional Features in Ancestry Library

Ancestry Library Edition includes links to **message boards**, where users can search through over 25 million posts across more than 198,000 boards. NOTE: Users will not be able to post or reply to any messages on the boards through the library edition.

Also included is a large **Learning Center** where you can explore Research Aids, such as how to get started in genealogy terms to how to conduct more intermediate genealogy research. There are tips for every type of search. Also included in this tab are maps and resources for each of the United States.



Clicking on the **charts and forms tab** will allow you to download or print several free charts to help you in your genealogy research. Charts include Ancestral Chart, Research Calendar, Research Extract, Correspondence Record, Family Group Sheet, and Source Summary. Each chart explains what it is used for.
Also included in this tab are census forms, which will allow you to see the format and column headings for various census years—which are especially helpful for those records that are difficult to read. You can also use these forms to copy any data from census records you locate on Ancestry Library Edition. Forms are available for US, UK and Canadian censuses.



The **new collections tab** will bring you straight to the Card Catalog, which is sorted by Date Added and will display the most recent collections Ancestry Library Edition has added.

Please see staff if you need additional assistance navigating Ancestry Library Edition. You may also book a 1:1 appointment with the Local History Librarian to learn more about navigating the database.

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