

Ancestry Library Edition Quick User Guide

What is Ancestry Library Edition?

Ancestry Library Edition is a research tool offering the most comprehensive genealogical information available online, with more than 4 billion names in over 4,000 collections.

How can I access Ancestry Library Edition?

Your library has taken a subscription to Ancestry Library Edition from ProQuest Information and Learning. The resource is 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:

Ranked Search

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 list 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 and click on the orange **search** button.
- *Where they 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.
- *Year range:* 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.
- The results can also be narrowed down by category/database using the box on the left hand side of the page e.g. Census, Immigration.

Exact Search

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, the Exact Search also offers the Advanced search functions of Soundex and Proximity options.

- The results of your search will be displayed by type of source material, and sorted within the collections by descending number of matches with your searched name
- The **Soundex** filter will search for records with near-spelling matches of the last name you have entered
- The **Proximity** setting determines how closely together the first and last name must be listed in a record to be found in your search. You can set the proximity as adjacent (next to each other), within one, two, five, ten or twenty words, or no proximity

Browsing databases by country/state

This feature allows you to narrow down your search to a particular country or state. Click on the blue **Search** tab and scroll down to the Browse the Entire Collection function.

- From the map select UK & Ireland, and select the country e.g. England
- Option to search across all English specific databases or select a specific collection to search within

Collection Search

Ideal to use if you know the database that you want to search within, it will give you a search box to use that is tailored to that exact collection.

- Click on the blue **search** tab
- Select the Collection to search by clicking on the selection listed under **Browse Records** on the right side of the screen e.g. UK Census Collection
- The next screen will be the search box unique to that collection.

Database Search

- Follow the steps above for a Collection Search
- On the Collection screen scroll down to see a list of the individual databases that make up that collection
- Select the database to search by clicking on its name and clicking the **GO** button at the bottom of the list. This will take you to a search box specifically for that database.

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 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. Thousands of messages are posted every day, you can view the messages, however, you will not be able to post messages here.

Ancestry World Tree

Allows you access to Ancestry's World Tree, a service where millions of users share their family trees, you can search and download family trees but will not be able to upload your own.



Where To Find Help

In North America:

- **Technical Support**
Phone: 800-889-3358
Email: tsupport@proquest.com
Web: <http://www.proquest.com/en-US/support>
- **Search Assistance**
Phone: 800-889-3358
Email: technicalsupport@proquest.com
Web: <http://proquest.com/techsupport>
- **Product Help**
Product help and downloadable guides:
<http://www.proquest.com/en-US/support/training/materials.shtml>

Outside of North America:

- **Technical Support**
Email: support@proquest.co.uk
Freephone: 0880 220 710 (UK only)
Telephone: +44 1223 271 496 (Outside of UK)
Web: <http://www.proquest.co.uk/en-UK/support>
- **Product Help**
Product help and downloadable guides:
<http://www.proquest.co.uk/en-UK/support/training/materials.shtml>