

ProQuest Information and Learning is a global leader in collecting, organizing and distributing value-added information to researchers. **Ancestry Library Edition** provides the most genealogical information available on-line, with more than 4 billion names in over 4,000 collections. It offers a wide and diverse variety of unique content to help searchers trace their family lineage. It is continuously expanding with new content added almost every business day.

Welcome to Ancestry Library Edition

We suggest you begin exploring our service using the following sections:

1. Ranked Search
2. Working with Results
3. Advanced Search
4. Collection/Database Search
5. Browsing
6. Additional Suggestions

To access Ancestry Library Edition, follow the links on your library web page or consult your librarian for instructions.

1. Ranked Search

Ranked search offers quick retrieval based on first and last names.

Ex.: Find information on an ancestor.

1. Click the Home tab to access this area.
2. Type *the first name and last name* into the appropriate search boxes.
3. Click on Search

Where they lived: you may also specify a country and state. 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.

4. Once search results are returned, the patron can limit the results by selecting the star level in relevancy.
5. Results can also be narrowed down by subject using the box on the left of the page.

2. Working with Results

Results Overview

You will see the results of your search collected by type of source material. These collections include:

- Census Records
- Birth, Marriage & Death Records
- Military Records
- Immigration & Naturalization Records
- Periodicals & Newspapers
- Directories & Membership Lists
- Trees & Community
- Family & Local Histories
- Court Land Probate Records
- Reference & Finding Aids

Results Viewing

- If there are more than five databases within a collection showing results, you will see a link after the fifth one that will display everything in that collection.
- The results are sorted within collections in descending number of matches with your searched name.
- To view a match, click on the name of the database.
- If there is more than one name match within a database you will see a list of all the names. Names are arranged in alphabetical order by name or by location.
- Click on the name of the person to see the detailed record and view the image of the document if available.

3. Advanced Search

To perform an Advanced Search:

1. Select the Advanced Search tab in the upper left portion of the Ancestry Library Edition Home screen.

The blue search box at the top of the following screen is the Advanced Search box.
2. Type the given name and surname of the ancestor you would like to research.
3. Choose the options you wish to include in your search, such as keyword and date range. The more options selected, the narrower your search will be.
4. Click the Search button after selecting the desired search features. The next page will display the search results.

Advanced Search also offers **Soundex** and **Proximity** options.

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.

The **Soundex** filter will search for records with near-spelling matches of the last name you have entered. To enable the Soundex search filter simply select Soundex in the Spelling field. **This feature is not available for all databases.**

4. Collection/Database Search

Collection Search

1. Select the Advanced Search tab.
2. Select the Collection to search by clicking on the name in the list to the right of the blue search box under the heading **More Records**.
3. The next screen will be the search box for that collection.

Database Search

1. Follow the steps above for Collection Search.
2. On the Collection screen scroll down to see a list of the individual databases in the collection.
3. 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.

5. Browsing

Browsing databases by state/country

1. Click the Advanced Search tab to access this area.
2. Scroll down to see the map of the US.
3. Click on the state you wish to browse.
4. You will see a search box and a list of all databases, divided by collection, that apply to that state.
5. Use the search box to search all those databases, or click on one database name to search just that database.

Note: You can use the same process to browse the other maps that appear on the Advanced Search page.

6. Additional Suggestions

Wildcard searching

Wildcards are special symbols that are used in searching to represent some number of unknown letters in a word. Ancestry Library Edition utilizes both the question mark (?) and the asterisk (*).

You can use wildcards to view all words that begin with the same stem.

If you want to search for names that differ only by one letter use the question mark (?) wildcard. A search for Johns?n will return both Johnsen and Johnson.

You can search alternate spellings with the asterisk (*), which represents 0 to 5 unknown characters. The search Johann* will look for Johann and Johannes. A search for Smel*er will find Smeltzer and Smelzer, among others.

Please Note: Due to the nature and size of the data being searched and the need to deliver speedy search results, the use of wildcards is restricted to keywords and names that have the first three letters specified.

7. More Information

- **Product Help**
General system help is available by clicking on the help link in the upper right hand corner of any Ancestry screen
- **Web training**
Register for a free-one hour class with our professional trainers:
<http://www.il.proquest.com/training>
- **Technical Support and Search Assistance**
ProQuest provides technical support for Ancestry Library Edition's authentication step.
Phone: 800-889-3358
Email: tsupport@il.proquest.com
Web: <http://proquest.com/techsupport>

All other support is provided by MyFamily.com. This includes questions about content, searching, screen navigation, etc.
Phone: 800-509-3884
Email: libraryedition@ancestry.com