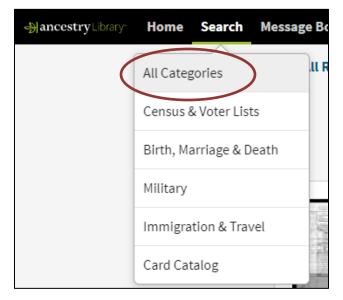


Getting Started: Home Navigation & Basic Search

1. Start by clicking the Search button and choosing All Categories.



2. Enter first, middle, and/or last name(s). First & Middle Name(s) Last Name Other optional fields: Place your ancestor might have lived **Birth Year** City, County, State, Country 3. Name a **place** where your ancestor might have lived. Search Show fewer options A Match all terms exactly -- Enter a city, town or state, and click on the correct place name that comes Add event: Birth Marriage Death Lived In Any Event More ∨ up. Add family member: Father Mother Sibling Spouse Child 4. Add an estimated birth year. Keyword Occupation, street address, etc. 5. **Add events** – Choose Birth, Death, Gender Race/Nationality Lived In, Marriage, as well as other • -- Select -options and the year and location of these events. ✓ Historical Records Family Trees Stories & Publications Photos & Maps 6. **Add family members** – Choose Father, Mother, Spouse, Siblings, or Search Clear search

7. Anytime you are using the database, you can access this page by clicking the **Search** button.

Children. These fields are especially

relevant to census records.

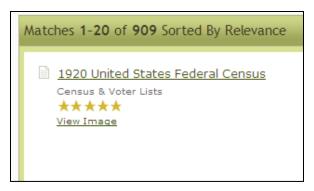
Example General Search:

1. Input your ancestor data and then click the Search button.

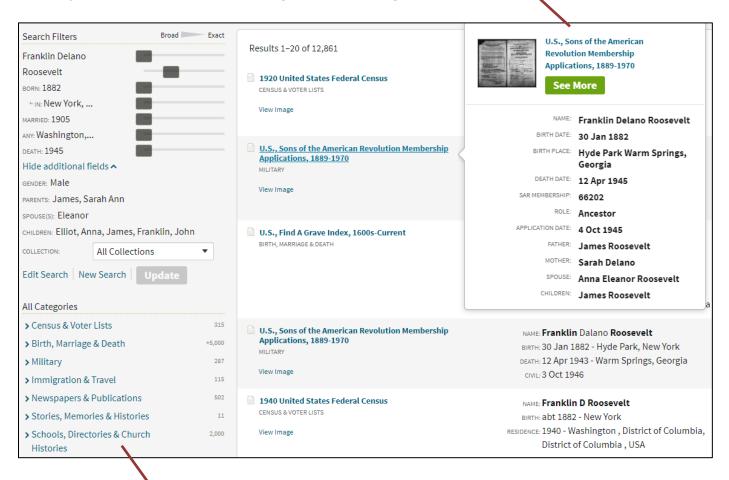
For a General Search it is best to put in **at least** a name, birth year, and a county or city of residence.

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Father Mother	First & Middle James Exact Sarah Ann Exact Eleanor	Exact to	bling Spouse (×			
Father Mother Spouse Child	First & Middle James Exact Sarah Ann Exact Eleanor Exact Elliot	Exact to	bling Spouse (×			
Father Mother Spouse Child Child	First & Middle James Exact Sarah Ann Exact Eleanor Exact	Exact to	bling Spouse (×			
Father Mother Spouse Child	First & Middle James Exact Sarah Ann Exact Eleanor Exact Elliot	Exact to	bling Spouse (×			
Father Mother Spouse Child Child	First & Middle James Exact Sarah Ann Exact Eleanor Exact Elliot Anna	Exact to	bling Spouse (×			

- 2. **Results:** The database will retrieve results that match your search criteria. Not all criteria will match exactly or be present in the results. Ancestry will sort the results list by relevance.
- 3. In the results list the **type of record** will be on the left, and a **short summary** of the record will be on the right.



4. If you "hover" your mouse over a result link, you will see more detail (Preview) about the record. To view any of these records, click on the green "View Image" link.

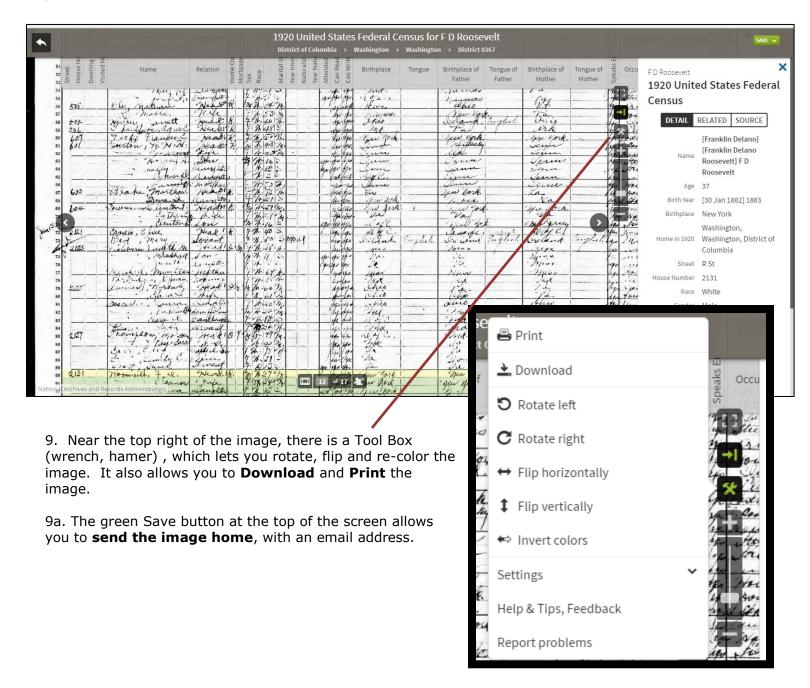


- 5. **Try This:** After browsing the results list for records related to your ancestor, try clicking category by category. This will often bring records buried in the results list to the top of the list in the chosen category. [Searches are weighted. The more that matches goes to the top. But, sometimes records have little identifying information in them and will pertain to your ancestor, yet they will not be near the top of the list.]
- 6. To view a record, click on the blue underlined link. For our search, click on the first hit **1920 United States Federal Census**.

7. Click **View** and the image will open.



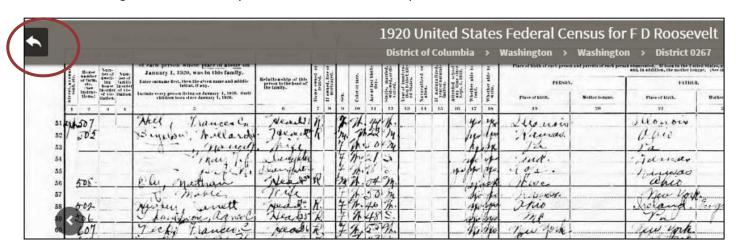
8. When you move your mouse over the image, you will see a "grab hand." You can grab the image and pull it around to view the desired section of the record.



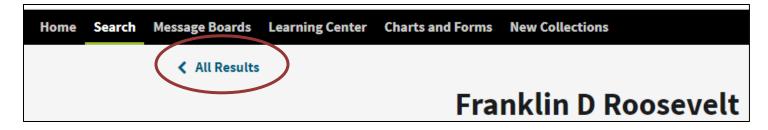
10. Some census records are transcribed in Ancestry. If there is a transcription, you will see a double "person" icon near the bottom of the screen. Click it, and you will be able to view the transcription.

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St			Roosevelt	Anna	Daughter			F	emale	White	13	1907	Single	

- 11. Below the image, you can see the record transcription.
- 12. Mid-way on the image, you can arrow forward or backwards.
- 13. If you want to go back to your search results, click the backwards arrow on the dark gray bar above the record image. This will take you to the record transcription.



14. Then choose All Results near the top left of the screen.



- 15. You will be returned to your main list.
- 16. To continue looking through records, you can choose the forward page arrow:



17. You can also adjust the number of results to be displayed per page.