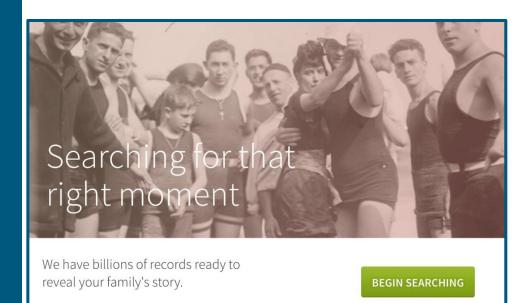
# DIGITAL RESOURCE GUIDE GENEALOGY & HISTORY

# → ancestry Library





# What is Ancestry Library Edition?

Comprising thousands of databases and billions of indexed names, Ancestry Library Edition is one of the largest online genealogical resources available. Collections include Census records; birth, marriage, and death records; immigration records; church records; military records; and court, land, and probate records. As records are digitized and Ancestry acquires access to them even more information is added to Library Edition.

While made by the same company, Ancestry Library Edition (ancestrylibrary.com) is separate from Ancestry (ancestry.com). Ancestry Library Edition can only be used inside the Library.

### **How to Access Ancestry Library Edition**

This resource is *only* available *within* the library building. But because it is only available inside the Library, you do not have to create an account.

- 1. Go to the library's website, <u>lincolnwoodlibrary.org</u>
- 2. Hover over **Resources** and select **All Resources**.
- 3. Under Ancestry Library Edition, select View Resource.
- 4. Enter your **21242000XXXXXX** Library card number without any spaces and select **Submit**.

#### **Ancestry homepage**



The homepage is a starting point for your searches and helps you start tracing your ancestry.

- Select the Ancestry Library logo at any time to start over.
- Select **Search** or **Begin Searching** to start a basic search.
- At the bottom, select Quick Links to specific search types.
- Select **Search Now** under **Search Census** to start searching specific censuses 1790-1950.
- At the top of the screen, select from other areas of Ancestry Library Edition like open help Message Boards, the official Learning Center, and pre-made Charts and Forms for managing the information you uncover while searching.

For more information about using library resources, please visit our website <u>lincolnwoodlibrary.org</u> or stop by the Adult Services desk in the library.

#### **Basic Search**

After you're experienced, you can select New Collections to see the Card Catalog, including Filter By Location. But first you'll probably want a simpler search. From the homepage, press **Begin Searching** to start:

- Enter First & Middle Name(s), Last Name, Place, and Birth Year if you know them to start your basic search.
- If you want to enter in more information, select Show more options ▼ and enter various events, family members, keywords, gender and/or more.



## Searching more specifically

There are billions of records in Ancestry, many containing very similar info. More specific searches will help to trace your roots.

- Use any of the homepage shortcuts to pick a specific type of search, like Newspaper Obits search, or Birth, Marriage & Death, Vitals, or Locations within Begin Searching.
- Depending on the database you choose, different search entry boxes will appear to help you search it accurately.



For more detailed instruction, book a one-on-one session with a librarian. Registration requires a Lincolnwood Library Card. For scheduling, contact Adult Services at (224) 233-1859.

Fill out each entry box with the best known information from your ancestors before completing with the **Search** button. Also remember to record how you find information so you know what you already searched for and what you did or didn't find.

## **Evaluating search results**

From a general search, **Filters** on the left side allows you to filter down to specific types of resources.

Filters		
> Census & voter lists	5,000+	
> Birth, marriage & death	20,000+	
> Military	1,074	
> Immigration & emigration	903	
> Stories, memories & histories	768	
> Directories & member lists	10,000+	
> Court, land, wills & financial	1,620	



If you don't find promising results, use the **Filters** above the categories to modify you search. Drag the sliders from **Broad > Exact** to widen or narrow your search, choose a specific search **Collection**, or otherwise **Edit Search**, then **Update** to see new results.

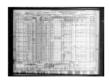
Evaluate the name, birth, death, and other information that appear in search results to find your kin. Hover over the link to a record to see a preview. Click to see the full record. Some records are only indexes, while others also include pictures of the actual source document.



Name	Nellie Proesel
Birth	14 Jan 1891 Kentucky, United States of America
Death	30 May 1954 Lincolnwood, Cook County, Illinois, United States of America

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#### View search results



View image

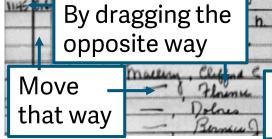
View record

 Hovering over results that have images will display information and links to View image or record.

- Some results only list info without links to original sources.
- Save results permanently by pressing Send document, then type your email twice, and press Send email.

Send document

- Suggested Records on the right side may give you leads.
- If an original source document exists, select View to see it.
- Zoom in/out with the + / minus buttons on the right side.
- · To move the page, click and drag the opposite way.
- Highlights show relevant entries on sources. Hover over specific pieces of information for easier to read displays.



Name: Bruce Kremer

See more information

- Press the Wrench button for Tools: Printing, Downloading and Inverting colors if documents are hard to read.
- Above tools the left arrow button shows the index record n to the original document as you review it.
- Press **Save** then **Send Image home** to email the document to yourself, or **Save to this computer**, which directly downloads a picture file of the

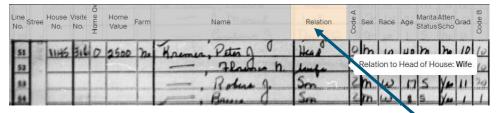
image to your device. Use your file browser to save somewhere you wont forget like the **Desktop** or **Downloads** folders.

Send image home

Save to this computer

Save

For more detailed instruction, book a one-on-one session with a librarian. Registration requires a Lincolnwood Library Card. For scheduling, contact Adult Services at (224) 233-1859.



Depending on the image you're viewing, there may be column labels at the top of the screen. Labels show what information is being recorded to help you analyze images.

Navigate between pages by pressing the < and > arrows on either side of the image screen or by manually typing in a page number.



Press the < OR x button in the upper left corner to exit out of an image and < All Results to return to results.

### Charts and Forms

Documenting the information you've found is critical for both amateur and professional genealogists. Ancestry provides premade documents to help you do that.

Home Search Message Boards **Learning Center Charts and Forms New Collections** 

From most any page except images, select Charts and Forms from the top menu bar. This page shows previews and descriptions of Ancestry's forms.

#### Ancestral Chart

An ancestor chart records the ancestors from whom you directly descend--those for whom you intend to compile a complete and correct family unit. It shows at a glance the progress you have made towards this goal and what remains to be done.



Download Form

Press **Download Form** to get the document. It may ask you to pick where to save the document or it may download to a default location like **Desktop** or **Downloads**. Open the document there to print unlimited copies.

For more information about using library resources, please visit our website lincolnwoodlibrary.org or stop by the Adult Services desk in the library.

 Available forms include Ancestral Charts. Research Calendars, Research Extracts, Correspondence Records, Family Group Sheets, and Source Summaries.

#### **Learning Center**

Genealogical research can be difficult with complicated family trees and tricky source documents. Along with Library staff and our genealogy events, Ancestry provides its **Learning Center** to help you in your search.

- Sections include Getting Started, Census, Beyond the Basics, Immigration, Military, and Ethnic tips.
- Each document can be downloaded for printing.
- Some documents include links to specific Ancestry search databases and are best used on a computer.

#### Research Aids

Tips and tricks from our experts

Research Aids Maps

Looking to jumpstart your research? The experts at Ancestry have assembled a variety of tips and tricks to get your research moving again. Select one of the topics below to help you with your road blocks.



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