

ProQuest 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 5 billion names in over 4,600 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. "Exact Match Only" Search
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. This default search ranks the results. An additional search option is "Exact matches only" (see 2. for more information).

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 record type using the box on the left of the page.

2. "Exact Matches Only" Search

"Exact Matches Only" search offers quick retrieval based on first and last names. This type of search requires a checked box next to "Exact matches only" on the search page.

Once a user selects "Exact matches only" this will stick for all searches.

Once this type of search is selected the patron may select **Soundex** in the Spelling drop down menu.

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.***

Results Overview

You will see the results of your search sorted 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 record type, you will see a link after the fifth one that will display all of the results for that record type.
- The sorting of results within a record type is in order of descending number of matches.
- 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 Search tab at the top of the Ancestry Library Edition Home screen.

The **Search Resources** box on the upper right side of the resulting page has a link to **Advanced Search**.
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 approximate birth, marriage and death date ranges. 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.

You may also click the link **Choose which categories to search**, to choose which record type to search.

4. Collection/Database Search

Collection Search

1. Select the Search tab.
2. Select the Record type to search by clicking on the name in the list under the heading **Browse Records**.
3. The next screen will be the search box for that record type.

*Ex. Select the link to **Birth, Marriage, Death** to find vital information about an ancestor.*

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.

*Ex. Select the link to **Census**. Look for the **1850 Slave Schedules** in the drop down list under **Search Individual Census Records**.*

5. Browsing

Browsing databases by state/country

1. Click the 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 record type, 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 (ie: Canada, UK, Europe, etc.)

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.



Product Tour: Ancestry Library Edition

7. More Information

In North America:

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

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)
- **Product Help**
Product help and downloadable guides:
<http://proquest.co.uk/pqtraining>