

## **HELPFUL HINTS FOR SEARCHING ANCESTRY.COM AT THE CONCORD FREE PUBLIC LIBRARY**

Have you always wanted to learn to more about your ancestors? Now you can from the comfort and safety of your home. Your Concord Free Public Library card is your passport for discovery of your family roots. Most of Ancestry.com and Heritage Quest records are available on their library editions.

### **GETTING STARTED**

- Go to Library home page at [www.concordlibrary.org](http://www.concordlibrary.org)
- At top of page click on Ancestry.com Home Access
- Enter your library card number
- You will now arrive at the Ancestry home page

### **FEATURES OF THE ANCESTRY.COM HOME PAGE**

- SEARCH - All categories; census and voter lists; birth marriage and death, etc. Card Catalog (For specific databases)
- MESSAGE BOARDS - options are search content and find broad specific topics (e.g . Civil War)
- LEARNING CENTER - options are What`s new; First Steps; Next steps and Social network, translation help
- CHARTS AND FORMS - includes downloadable family tree research forms and blank Census forms with questions asked during different years
- NEW COLLECTIONS - records recently added
- MAP OF UNITED STATES (or select other country option) and State resources - helpful in locating Ancestors affected by boundary changes.

### **SEARCHING ANCESTRY. COM HELPFUL HINTS**

- You will be given an opportunity to search immediately on the home page
- Start with a family member that you know the most about. Use initial or middle name and place where they might have lived.
- Note that birth, death and other dates are entered in European format (day, month, year-e.g. 24-2(FEB) 1952
- It is suggested that you start with a broader search. Ancestry algorithm will pick up variations in spelling of name (e.g. Hash, Hashe ) different initials and wrong birth year (often estimated even in census records).
- Use Wild Cards if you are not sure of spelling. This can also bring up spelling variations (e.g. Anderson, Andersen) Use ? for one letter; \* for 0-5 letters. Wild card can be first or last letter but not both-you must have at least 3 letters.

- Checking EXACT will give you for first name (sounds like; similar and initials); last name (sounds like; similar and soundex) and year (plus or minus)
- Keyboard Shortcuts; R=refine search; N=new search
- Search under initials for both middle name and married name (eg.Doris C .-middle name married; Doris K- maiden name
- After you have entered all your information, click on the SEARCH button. A wide range of options will be displayed using the data you entered (unless your name is uncommon). See which name(s) seem to match then click to see the record (Census, Social Security and Death index, etc.)

### **OTHER HELPFUL INFORMATION**

- World War I and II draft registration records provide a physical description of your ancestor and information such as names of parents, address to verify census entry and other useful information.
- Church Records may predate civil records. Check Card Catalog feature.
- Census records (e.g. 1920 census)-the name that you searched will be highlighted in the census form in yellow; other household members and relationships will be highlighted in green; census headings (e.g occupation) will be displayed when you drag your mouse over the area. The most recent census available is 1940. Questions may vary between census forms. The 1890 census was mostly destroyed and Ancestry has provided work arounds. City directories can also bridge gaps between census years.
- M1-is first marriage; M2-second etc.
- You will have two options once you find a record to save it. You may save it to your computer or flash drive or send to an e mail address.
- Please visit the Concord Free Public Library Special Collections website especially if you have Concord ancestors -access through the library home page. When the library re-opens, our staff will be glad to help you with your genealogical queries.