



# Database Guide: Ancestry Library Edition

## Introduction

**Ancestry Library Edition (ALE)** is the result of a partnership between Ancestry.com and ProQuest, creating one of the most important genealogical collections available today. It has unparalleled coverage of the United States and the United Kingdom, including census, vital, church, court, and immigration records, as well as record collections from Canada, Europe, and Australia. This collection, with thousands of databases containing content from the 13<sup>th</sup> century to the 21<sup>st</sup> century and billions of indexed names, is essential to having a broad genealogy and history collection, and its valuable content is a strong complement to *HeritageQuest™ Online*.

**The NEW Ancestry Library Edition interface (launched April 13, 2011) more closely reflects the features and functionality of the home version or private-subscription counterpart known as Ancestry.com. With a more powerful search engine, new search features, tools, and limits, and reconfigured results pages and image viewer, the all-new Ancestry Library Edition will meet the needs of genealogists and researchers of every level!**

Ancestry Library Edition has thousands of individual collections including key collections such as U.S. Federal Census images and indexes from 1790 to 1930; *American Genealogical Biographical Index* (over 200 volumes); *Daughters of the American Revolution Lineage* (over 150 volumes); *The Great Migration Begins: Immigrants to New England, 1620-1630*; *Social Security Death Index* (updated monthly); *WWI Draft Registration Cards*; *Federal Slave Narratives*; and a strong Civil War collection.

## Search Options

- **Home Tab Search Options** > Search across all source types in all collections by entering First, Middle, and/or Last Name details in conjunction with other optional fields:
  - **Name a place where your ancestor might have lived** – Auto-complete (e.g., type-ahead) options for locations will appear as you type. Continue typing or select from the options presented.
  - **Estimated birth year** (with birth year calculator)
  - **Add life events‡** – Choose between Birth, Death, Lived In, Marriage, Arrival, Departure, or Military and the year and location of these events. ‡ Use the “Add” link beneath to create additional rows.
  - **Add family members\*‡** – Choose between Father, Mother, Spouse, Siblings, or Children. \*These fields are specifically relevant to census records. ‡ Use the “Add” link beneath to create additional rows (see below).

**Search**

First & Middle Name(s) Last Name

Name a place your ancestor might have lived Estimated birth year

+ Add life events (birth, marriage, death, and more)

+ Add family members (mother, father, spouse, siblings, children)

Search Show Advanced Clear Form Help

- Choose the **Show Advanced** link from the Home tab to visualize more parameters to construct a refined search (see below).

**Search**
[Clear Form](#) [Hide Advanced](#)

Match all terms exactly

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**Name**

First & Middle Name(s)  Last Name

[Use default settings](#) [Use default settings](#)

Any Event  Year  +/-  0  Location  [Remove](#)

Exact Only [Use default settings](#)

[+ Add life events](#) (birth, marriage, death, and more)

**Family Member** First Name  Last Name  [Remove](#)

[+ Add family members](#) (mother, father, spouse, siblings, children)

**More**

Keyword   Exact  
*e.g. pilot or "Flying Tigers"*

Gender

Race/Nationality   Exact

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**Restrict to:**

Historical records     Family trees  
 Stories & publications     Photos & maps

- Use the **Search** Tab to access the Advanced Search page in addition to the Card Catalog and Advanced Search tools, listing of major categories and subcategories, and Browse by Region interactive maps (see below).

### Search

**First & Middle Name(s)**       **Last Name**  
 **Name a place your ancestor might have lived**       **Estimated birth year**

[+ Add life events](#) (birth, marriage, death, and more)  
[+ Add family members](#) (mother, father, spouse, siblings, children)

   [Show Advanced](#)    [Clear Form](#)    [Help](#)

Card Catalog

### Special Collections

**Historical Records**

**Birth, Marriage & Death**  
[Birth, Baptism & Christening](#)  
[Marriage & Divorce](#)  
[Death, Burial, Cemetery & Obituaries](#)

**Census & Voter Lists**  
[U.S. Federal Census Collection](#)  
[UK Census Collection](#)  
[Canadian Census Collection](#)  
[More...](#)

**Immigration & Travel**  
[Passenger Lists](#)  
[Citizenship & Naturalization Records](#)  
[Border Crossings & Passports](#)  
[More...](#)

**Military**  
[Draft, Enlistment and Service](#)  
[Casualties](#)  
[Soldier, Veteran & Prisoner Rols & Lists](#)  
[More...](#)

**Schools, Directories & Church Histories**  
[City & Area Directories](#)  
[Professional & Organizational Directories](#)  
[Church Histories & Records](#)  
[More...](#)

**Tax, Criminal, Land & Wills**  
[Land Records](#)  
[Tax Lists](#)  
[Court, Governmental & Criminal Records](#)  
[More...](#)

**Reference, Dictionaries & Almanacs**  
[General Reference Materials](#)

### Explore by Location

[USA](#)    [UK & Ireland](#)    [Europe](#)    [Canada](#)    [Australia & NZ](#)

**United States**  
 Recent additions include:

- [Social Security Death Index - Updated](#)
- [Alabama Civil War Muster Rols, 1861-1865](#)
- [U.S. Census Non-Population Schedules, New York, 1850-1880](#)



<a href="#">Alabama</a>	<a href="#">Florida</a>	<a href="#">Louisiana</a>	<a href="#">Nebraska</a>	<a href="#">Oklahoma</a>	<a href="#">Vermont</a>
<a href="#">Alaska</a>	<a href="#">Georgia</a>	<a href="#">Maine</a>	<a href="#">Nevada</a>	<a href="#">Oregon</a>	<a href="#">Virginia</a>
<a href="#">Arizona</a>	<a href="#">Hawaii</a>	<a href="#">Maryland</a>	<a href="#">New Hampshire</a>	<a href="#">Pennsylvania</a>	<a href="#">Washington</a>
<a href="#">Arkansas</a>	<a href="#">Idaho</a>	<a href="#">Massachusetts</a>	<a href="#">New Jersey</a>	<a href="#">Rhode Island</a>	<a href="#">West Virginia</a>
<a href="#">California</a>	<a href="#">Illinois</a>	<a href="#">Michigan</a>	<a href="#">New Mexico</a>	<a href="#">South Carolina</a>	<a href="#">Wisconsin</a>

- **Charts and Forms tab** > Download PDF charts and forms to help you with your research (e.g. census forms per year or an Ancestral Chart).
- **Help** > If a question is asked frequently, it will be added – these are monitored and will change to support the user.

## Truncation and Wildcard Characters

- \* The asterisk is a wildcard that matches zero or more characters. For example, a search on **'Sam\*'** will bring back results that include **'Sam'**, **'Samantha'**, **'Samuel'**, etc. You can also search alternate spellings with the asterisk (\*), which represents 0 to 5 unknown characters. The query **Johann\*** will search for **Johann** and **Johannes**. A query for **Smel\*er** will search for **Smeltzer** and **Smelzer**, among others. Note: You cannot use an asterisk as the first, second, or third character of a search term.
- ? The question mark acts as a single-character wildcard. For example, a search on **'Eli?abeth'** will bring back results that include **'Elisabeth'** or **'Elizabeth'**. Note: You *cannot* use a question mark as the first character of a search term.

To match an exact phrase when Keyword searching, the phrase should be enclosed in double quotes. For example, **"women and history"** or **"The Great War"** will find matches with that exact phrase in them. Note: Person's names and places can also be used as keywords. For example, **"Martin Luther King, Jr."** used as a keyword in conjunction with the Photos & Maps

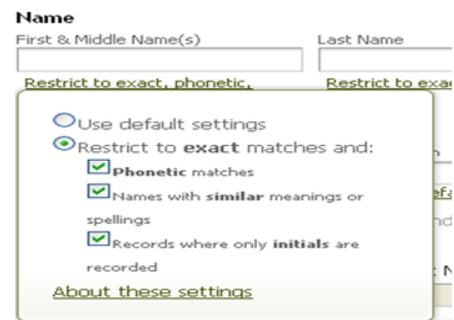
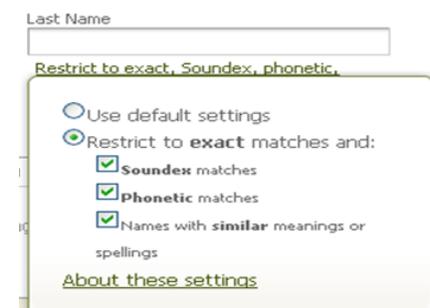
limiter will retrieve results about King as well as images of landmarks and locations named for him or connected to him historically. A search for “**Arc de Triomphe**” will retrieve results regarding the famous Parisian landmark.

An additional tool to take into account possible spelling variations or errors (whether recorded by the original record-takers or the indexers of original documents) is the **Soundex**. This filter is designed to display results for all names which have somewhat similar pronunciation. To take advantage of this feature, check the box next to "Match all terms exactly" or "Exact" for individual fields and an option will appear to change the **Spelling** option on a search template from **Exact** to **Soundex** or on a few pages click on the box next to the word **Soundex** (depending on where on our site you are selecting the Soundex feature). *You should not employ the above truncation symbols in a Given or Surname search when using Soundex.* (See more information below.)

## NEW Exact Match options

**Advanced Searching** offers new *Exact Match* options to select from.

- First & Middle Name
  - Use default settings\*
  - Restrict to exact matches and:
    - Phonetic matches
    - Names with similar meanings or spellings
    - Records where only initials are recorded
  
- Last Name
  - Use default settings\*
  - Restrict to exact matches and:
    - Soundex matches
    - Phonetic matches
    - Names with similar meanings or spellings

**\*Use default settings:** When you use default settings, the system looks through every first name we have recorded in our more than 29,000 data collections, and pull out any record where the first name is:

- Exactly what you typed
- A phonetic match of what you typed
- A first name which has a similar meaning or spelling as the one you typed
- An initial that matches the name you typed
- We may also return records that do not match the first name you typed in as described in this list, but strongly match other criteria

These records are also evaluated against the other criteria entered, and are ordered based on how well all the elements in that record match your search.

## Content Categories

The following categories can be found in the “Special Collections” section of the Search Tab and reflect how the collections within Ancestry Library Edition are organized.

- **Historical Records**
  - Birth, Marriage, and Death records
  - Census and Voter Lists
  - Immigration and Emigration records
  - Military records
  - Schools, Directories and Church Histories
  - Tax, Criminal, Land & Wills
  - Reference, Dictionaries & Almanacs
- **Stories & Publications**
  - Stories, Memories, and Histories
  - Newspapers
  - Periodicals & Magazines
- **Photos & Maps**
  - Pictures
  - Maps, Atlases, & Gazetteers

Access to the *browsable* Family Trees is available by entering your search criteria in the fields on the Search page and checking the “Family trees” checkbox in the “Restrict to” section found just above the orange “Search” button.

NOTE: The “View all in Card Catalog” button at the bottom of the list as well as the “Card Catalog link at the top of the list will provide access to a complete listing of collections browsable by title, location, and date.

## Viewing Images

If the computer being used to search Ancestry Library Edition does not have the *Enhanced Image Viewer* installed, the system will give the choice to install the Enhanced Image Viewer. The user may bypass this and select to use the Basic Image Viewer. It is preferable for the library to install the Enhanced Image Viewer on selected or all public computers. Instructions on can be found in the Help section of ALE or by clicking the link on the prompt page after clicking on a “View Original Image” link for the first time during a new session.

**Ancestry Library Edition has a new Image Viewer! All of your favorite tools and options are still available, but the look and feel is a bit different for both the Standard and Advanced Image Viewer.**

Both viewers allow the user to:

- Expand the image lengthwise with the “*Image Only*” option.
- Print, Sage, and Share the image.
- Zoom In or Out
- Adjust “*Options*” for the loading of images more quickly into the viewer during the current session.
- Jump to other images within the dataset with the blank “*Image*” box next to the total number of pages or use the Right or Left facing arrows to move backward and forward through consecutive pages.



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**Standard Image Viewer** - The default viewer on all browsers, unless the user has selected to use the Advanced Image Viewer via the "Options" button, which offers the options listed above.

**Advanced Image Viewer** – *More tools and options!* In addition to the above listed options, the user will have access to the following:

- The *Zoom* options allow for more precise zoom capabilities:
  - Fit Image
  - Fit Width
  - Fit Height
  - Full Size
  - Zoom In / Zoom Out buttons allow for incremental increases or decreases in the size
- *Magnify* will employ a green crosshair cursor which, by holding the left mouse button down will give a zoomed view of the area of the image where the cursor is.
- *Rotate* will allow the user to rotate the image clockwise 360 degrees in 90 degree increments.
- *Mirror* will flip the current view of the image horizontally, as though looking at the image in a mirror.

### Soundex

Ancestry Library Edition provides several options for taking into account possible spelling variations or errors as recorded by original record-takers or indexers of original documents. One of the most useful of these is the Soundex. Soundex is a system originally used by the National Archives to index records such as censuses and some passenger arrival (immigration) records. Soundex is based on the sound of a name, rather than actual spelling. This allows names such as **Smith**, **Smythe** and **Smyth** to be seen as the same name, while removing the need to sort through names beginning with **Sm-**. A typical Soundex code begins with the first letter of a name, followed by three numbers. For example, the Soundex code for the name **Wilcox** is W422. The follow letters are always disregarded: **A, E, H, I, O, U, W, and Y.**

The National Archives has provided the following chart for understanding Soundex code:

Number	Letters Represented	Number	Letters Represented
1	<b>B, F, P, V</b>	4	<b>L</b>
2	<b>C, G, J, K, Q, S, X, Z</b>	5	<b>M, N</b>
3	<b>D, T</b>	6	<b>R</b>

By default, all searching on Ancestry is done as a ranked search finding the best matches available based on the information that was entered. To use the Soundex option the user must check the box next to "Exact matches only" and their search will only produce results that match the entered information exactly. Rather than require that members of Ancestry convert names to Soundex themselves, we have provided an option (available on most search templates) for switching the spelling requirements of your search from **Exact** to **Soundex**. Simply locate this option in the upper right corner of the search template and choose **Soundex** from the drop-down option.

### Keyword Searching

The Keyword field can be used to search for any word you would expect to be found in the database you are searching. This can include things such as an occupation or a location. You are able to only search for keywords, keeping in mind that if you enter more than one term you will need to use quotation marks



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to ensure an exact phrase search, such as “*The Great War.*” If you choose to combine a name with a keyword and the database finds a match for the name, but not the keyword, it will not provide the results for you.

### Additional Materials

- **Charts & Forms** > This is a useful resource area to help you carry out and record your research. You can download and print out all forms:
  - **Ancestral Chart** > Record your research progress.
  - **Research Calendar** > Track which record sources you have searched and when.
  - **Research Extract** > Summarize information which can't be photocopied or may take a while to digest, for example, deeds
  - **Correspondence Record** > Note who you have corresponded with, when, why and whether you have had a response.
  - **Family Group Sheet** > Allows you to compile information concerning your ancestors as you go through your research.
  - **Source Summary** > Create a quick reference guide to useful sources.
  - **Census Forms (U.S., UK, & Canada)** > Download the template of the Census forms to see the format, as some are very hard to read.
- **Ancestry Wiki** > Click the **Help link** at the top right corner of the page. The wiki is where Ancestry Library Edition and Ancestry.com experts will share their expertise and research experience, in addition to comments, helpful tips, and advice from experts and fellow researchers. The wiki is currently in beta and testing is ongoing, but there are already numerous articles categorized by topical area.
- **Help** > Click the **Help link** at the top right corner of the page to access the knowledge base filled with helpful tips, information regarding certain collections, answers for common technical support questions, and more!

### Where to find help

#### Search our Support Center:

<http://www.proquest.com/support>

#### To access product help, live and recorded webinars, and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

#### By phone

**In North America:** 800-889-3358

**Outside North America:** 0880 220 710 (UK only)  
+44 1223 271 496 (Outside of UK)