USING ANCESTRY LIBRARY EDITION

Note: Ancestry can only be used in the library. To use it at home, you must buy a subscription directly from the company.

First go to our website at http://www.newtonfreelibrary.net and click on “eResources.”

This brings you to a page with the main subject LibGuides to the left and access to an A-Z Database dropdown menu on the right. Pick your database from the dropdown menu and then click "Go."

Note: You’ll notice subject LibGuides to the left. LibGuides have transitioned from their old format of three columns to one column to adapt to tablets and smart phones. I am currently redoing the Genealogy LibGuide to fix the inconsistencies created by the change.

Now back to getting into Ancestry. This is a sample of the drop down menu. It lists all our databases alphabetically by name. Click on Ancestry Library Edition. Then click on Go.
As of 11 July 2017, this is Ancestry Library Edition's home page. Click on "Begin Searching."

When you hit the "Begin Searching" box, it will bring you to this page.

This gives you all the options you could ask for. Note that below the map of the United States, you have the option to click various continents and then you can pick a country. But for now click on "Show More Options."
It's a good idea to start without being overly restrictive, unless you are starting out with a very common name. You may discover your ancestor in a different town from the one you expected. At the point you see you are getting too many unrelated hits, you will then want to narrow your search to a more limited location, either by county or by town or city.

As you can see, you have the option to add events and family members. You may also add more keywords, gender, nationality and locations.

At the bottom, note that you can limit the type of information to: Historical records; Stories & Publications; Family trees; and Photos & Maps.

Note the right frame on this search page. Ancestry shows you a number of "Historical Records" you can search directly from this frame. Under this, off the screen, you can also search "Stories and Publications" and "Photos and Maps."

On this screen you will see three references to something called the "Card Catalog." If you click on "Search," it's at the bottom of the drop down menu.

It's also at the top and the bottom of the right frame.
You have to scroll down to the bottom to see the one at the end. Any one of the three will get you to the same place. According to Ancestry, this is a "complete listing of collections browsable by title, location, and date." You can enter the name of a database or keywords.

If you hear of a database that you’d like to check, you can put it here under title. If you just remember a few words of the database name, you can put them in the Keywords box.

You can also put limits on your search by:
- Collection
- Location
- Date (Off Screen)

Your filters may depend on the matches you get in the main box.

The larger part of this screen shows you what databases match your criteria as you start limiting the general areas you want searched. If you limit your search to Massachusetts marriage records of a particular time, the main frame will change from what is there now to what you want to search. You can also have the main frame sort itself by popularity, database title, date updated, date added, or the number of databases in a particular area. These choices are available through the drop down menu in the upper right hand corner.