Getting Started: Home Navigation & Basic Search

1. Start by clicking the **Search** button and choosing **All Categories**.

![All Categories](image)

2. Enter first, middle, and/or last **name(s)**.

**Other optional fields:**

3. Name a **place** where your ancestor might have lived.
   -- Enter a city, town or state, and click on the correct place name that comes up.

4. Add an estimated **birth year**.

5. **Add events** – Choose Birth, Death, Lived In, Marriage, as well as other options and the year and location of these events.

6. **Add family members** – Choose Father, Mother, Spouse, Siblings, or Children. These fields are especially relevant to **census** records.

7. Anytime you are using the database, you can access this page by clicking the **Search** button.
Example General Search:

1. Input your ancestor data and then click the Search button.

For a General Search it is best to put in at least a name, birth year, and a county or city of residence.
2. **Results:** The database will retrieve results that match your search criteria. Not all criteria will match exactly or be present in the results. Ancestry will sort the results list by relevance.

3. In the results list the **type of record** will be on the left, and a **short summary** of the record will be on the right.

4. If you “hover” your mouse over a result link, you will see more detail (Preview) about the record. To view any of these records, click on the green “View Image” link.

5. **Try This:** After browsing the results list for records related to your ancestor, try clicking category by category. This will often bring records buried in the results list to the top of the list in the chosen category.  
   [Searches are weighted. The more that matches goes to the top. But, sometimes records have little identifying information in them and will pertain to your ancestor, yet they will not be near the top of the list.]

6. To view a record, click on the blue underlined link. For our search, click on the first hit – **1920 United States Federal Census**.
7. Click **View** and the image will open.

8. When you move your mouse over the image, you will see a “grab hand.” You can grab the image and pull it around to view the desired section of the record.

9. Near the top right of the image, there is a Tool Box (wrench, hammer), which lets you rotate, flip and re-color the image. It also allows you to **Download** and **Print** the image.

9a. The green Save button at the top of the screen allows you to **send the image home**, with an email address.
10. Some census records are transcribed in Ancestry. If there is a transcription, you will see a double “person” icon near the bottom of the screen. Click it, and you will be able to view the transcription.

11. Below the image, you can see the record transcription.

12. Mid-way on the image, you can arrow forward or backwards.

13. If you want to go back to your search results, click the backwards arrow on the dark gray bar above the record image. This will take you to the record transcription.
14. Then choose All Results near the top left of the screen.

15. You will be returned to your main list.

16. To continue looking through records, you can choose the forward page arrow:

17. You can also adjust the number of results to be displayed per page.