

# Using Ancestry Library Edition

**Ancestry Library Edition is only available in the library, by using a library computer or connecting to the library's wireless internet on a personal device. Shorewood Public Library and several other Milwaukee County libraries, including Milwaukee Public Library, provide access.**

## How to Access Ancestry Library Edition at Shorewood Public Library

1. Go to *shorewoodlibrary.org*
2. Mouse over the word *Grow* along the top of the webpage
3. Click on *Discover the Past* from the menu that drops down
4. Click on *Ancestry Library Edition* to be directed to Ancestry Library Edition
5. Begin searching for your ancestors!

## How to Search Ancestry Library Edition

**You may search Ancestry Library Edition (ALE) broadly – searching all available resources at once – or narrow your scope. How you choose to search may depend on how much information you already have about your ancestors or what type of information you are seeking.**

### Search Broadly:

1. From the home page click *Begin Searching*
2. Enter as much information as you have about the person/people for whom you want to search.
  - **Hint:** use the wildcard search option if your family member's name may have alternate spellings. Insert a question mark in place of a letter to search for multiple spellings at once. **For example:** search "Hans?n" to find results for both "Hansen" and "Hanson."
  - **Hint:** use truncation if your family member's name may be shortened or you are not sure how they abbreviated or spelled it. Insert an asterisk/star symbol after the three first letters to search for alternate names. For example: Search "Char\*" to find results for "Charlie", "Charley", "Charles", "Charlotte."

### Narrow Your Search:

Choose a specific type of record to search for. You can do this in several different ways:

From the home page, choose the type of record that best-matches the information you are seeking:

- Click *Search Now* beneath one of four of Ancestry's largest and most popular collections:
  - Census (U.S. census records)
  - Vitals (U.S. and international birth, death and marriage records)
  - Military (U.S. and international military records such as draft, enlistment, etc.)
  - Immigration (U.S. and international passenger lists, citizenship documents, and other immigration records)

- From the landing page for the type of record you selected, you can narrow your search even further by browsing the sub-collections or narrowing by type of record.

From the main Search menu, choose the type of record you wish to search:

- Choose from the options, which will direct you to worldwide sets of data classified as that type of record:
  - Census & Voter Lists
  - Birth, Marriage & Death
  - Military
  - Immigration & Travel
    - From the landing page for the type of record you selected, you can narrow your search even further by browsing the sub-collections or narrowing by type of record.
- The Card Catalog option will direct you to a page which allows you to select from or narrow to any type of record in the Ancestry Library Edition collections
- From the landing page for the type of record you selected, you can narrow your search even further by browsing the sub-collections or narrowing by type of record.

Choose a specific region or place to search:

- From the All Categories page, use *Explore by Location* to choose a state, region, country, etc.
- Use the map to find the place you are looking for, or choose from the lists below the map.

## How to Save Your Research Discoveries

**When you have found records that you want to save, you can easily print or email them.**

Save via Email:

1. While viewing relevant record, click *Send Document*
2. Enter your email address
3. All items emailed in the course of one session will arrive as one email

Print:

1. While viewing relevant record, click on tools icon (hammer/wrench) on right side of page
2. Choose *Print*
3. Select if you wish to print zoomed view (targets your ancestor/text match) or full page
4. Select if you wish to print record index data as well as record page
5. Click *Continue*
6. Click *Print* when prompted