

Durham County Library

Ancestry.com

Ancestry.com covers records of the United States and the United Kingdom, including census, vital, church, court, and immigration records, as well as from Canada and other areas.

Access: only available inside a Durham County Library branch location

Search Options:

Search for Your Ancestors: Searches all of the databases at once

- Enter a first and last name in the search box on the main screen
- Option: Limit by location by selecting a country and/or state from the drop-down boxes; limit by year born or died
- Click on **Search**
- Results: List of databases that match your search criteria (*organized by record type & information found in record*)
- Click on the desired record type: *Example: 1920 United States Federal Census*
- You can also select **View Image** for many of the records.

Advanced Search: This option lets you narrow your search by collection.

- Click on the **Search** tab to access the **Advanced Search** page
- Click on **Search Tips** for help with your search terms or an explanation of the different collections you can search.
- **To Select a Region:** Click on a region of the United States or the name of another country at the bottom of the page.
- Results: List of sources for that particular region.
- **To Select a Type of Record to Search:** You can also click on one of the record type collections listed on the right hand side of the screen.
- *Record types include: Census Records; Birth, Marriage & Death; Military Records; Trees & Community; Court, Land & Probate Records; Reference & Finding Aids, Immigration Records; Directories & Member Lists; Periodicals & Newspapers; and Biography & History*
- Hint: Click on "more" for a complete list of databases for that record type
- Enter the first and last name to search all of the databases for that record type or Select a specific database within the record type

US Census from the Home Page

- Click on a specific year or All >> from the bottom of the page.
- Enter the first and last name
- Limiting Options: (this will vary with the Census year) State, County, Township, Birthplace, Race, Age, Marital Status.

More Collections: (bottom right of "Home" screen)


- You can search a specific collection; see what databases have been recently added, or all databases.

Charts & Forms:




- Various charts and forms to aid in organizing your family research.
- Includes Ancestral Chart, Family Group Sheet, and U.S. Census forms

Printing and Saving

Print:

- Select  View printer-friendly from the right-hand side of the record to get a version that will print properly.
- Select Print from the File Menu at the upper-left hand corner of the screen.
- Click OK when the computer says that the job has gone to the print station.
- It is ten cents per page to print in the library.
- Scan or type in your library card number at the print stations computer with the purple screen.
- Deposit dollars or coins into the pay station – it does give change.
- Click on the name of the document you wish to print.
- Click Print.
- Your document will print in a few seconds.

Print, Email or Save Images of Census Records:

- From the record image page, click on  to print,  to save, or  to email.
- Follow the directions on the following page.
- Come over to the Reference Desk if you need help.

If you need more help, please ask a librarian at the reference desk or call 560-0110. We are here to help you.