



happens, we photograph these as well. We will walk through a use case of finding an ancestor using photographs of these ancillary indices.

*Steps:* The steps for this will be very similar to the preceding example, except the index is found in a separate level of waypoints, rather than within the images containing the record you are looking for.

## Using Images Found Only in the FamilySearch Catalog

There are currently over 1 billion images that are only accessible to users who look for them in the FamilySearch Catalog. We will walk through a genealogical research example of finding and using an ancestor record that is only available in the FamilySearch catalog.

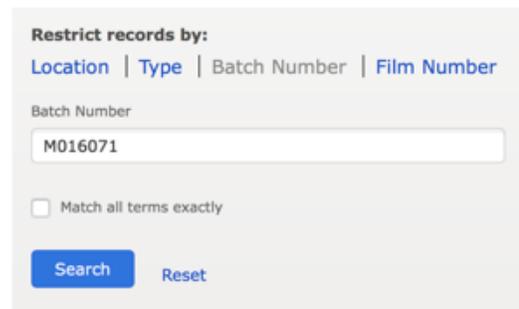
*Step 1:* Search the FamilySearch Catalog for document that might be of interest to your research. You can search by place, Surnames, Titles, Authors, Subjects or Keywords, or any combination of these.

*Step 2:* When you find a title that has digitally available images you will see a small camera icon in the film notes, which if clicked, will take you to the images.

*Note:* Sometimes you will find an index which will help you determine which set of images to look in.

## Reconstructing Families Using the Batch Number

When record preservation teams photographed all the records in a specific archive/parish/etc they assigned “batch” numbers to the groups they captured which designated the archive and the types of records. When a family resided in a fixed location for many years, multiple generations of family members may be found in those records. Using the batch numbers allows users to iteratively search just the records from that location and of the desired type to reconstruct generation after generation of the family. I will demonstrate how to iteratively conduct searches to reconstruct multiple generations for a specific family.



Restrict records by:  
Location | Type | Batch Number | Film Number

Batch Number  
M016071

Match all terms exactly

Search Reset

*Step 1:* When you find a record for a person, and that record has an indexing batch number, you can use that to access all the other records of a similar type from the same archive/location.

*Step 2:* Go to the FamilySearch Wiki

([https://www.familysearch.org/wiki/en/IGI\\_Batch\\_Number\\_Descriptions](https://www.familysearch.org/wiki/en/IGI_Batch_Number_Descriptions)) and learn about the

meaning of various batch numbers. Ex. P#####-# defines birth and christening records.  
M#####-# defines marriage records.

*Step 3:* Enter the batch number into the search form field with the appropriate prefix letter for the type of records you want.

*Step 4:* By iteratively conducting searches with the batch number and different letter prefixes (ex birth records then marriage records) you can reconstruct the generations of a family that lived in one spot for multiple generations.

## **Making Use of FamilySearch Books**

FamilySearch has had an active program of digitizing genealogically relevant books and journals. There are currently over 300,000 books available to search, read and download from the FamilySearch Books website. We will use the Books search to identify information about a family. <http://books.familysearch.org>

*Step 1:* The books search is a full text search. Type in any name, place or other information that you are interested in and it will present matching results.

*Step 2:* When you find a book of interest, click the title to open the digital book and browse the online pages as a digital book.

*Step 3:* You can also save the PDF of the book and open it in the Adobe PDF viewer which gives many additional find tools

*Step 4:* Unlike historical documents, Books do not yet have the people in them identified with facts and relationships. You can link an entire book to a person in the tree by creating source with the URL of the book. We will be replacing the current Books system with a new more feature rich experience in the near future.

## **Exact Searching**

When you are looking for a very specific document and you are certain of what information should be on it, the search system offers a powerful tool to eliminate results that are not exactly what you are looking for. By employing the “exact” search tool you can reduce the variability in your results. Exact search will ignore diacritics, capitalization, punctuation and spaces, but will otherwise return exactly what you type. Exact search for names returns the text you type. Exact search for places matches the spot of ground exactly. Date searching is always exact based on what you enter into the To-From fields.

*Note 1:* Exact searching is enabled by checking the exact box to the right side in all name and place search form fields

*Note 2:* Exact will return only records containing data exactly matching what you type in the search form fields with 4 exceptions. Exact will ignore:

Diacritics: Pena = Peña

Spaces: de la vega = delavega

Punctuation: O'Brien = Obrien

Capitalization: MacDonald = Macdonald

*Note 3:* Exact will reduce the variability and can cause you to miss real records from your family. Use it cautiously when you are looking for a very specific record and you know what data is on it

## **Searching with Wildcards**

FamilySearch record searching respects two wildcard characters (\* and ?). The asterisk character will be replaced by the search system with 0 to an infinite number of ambiguous characters. The “?” character will replace one and only one ambiguous character. Using these characters in your search fields allows you to increase the number of records that are matched and potentially find many mis-indexed or otherwise difficult to find documents. We will walk through using some wildcards in a search to identify a badly mis-indexed census record.

*Note 1:* FamilySearch search forms accept two wildcards: The asterisk “\*” and the question mark “?”. The asterisk will match zero to an infinite number of ambiguous characters in the record data (ex Stan\* will match Stan & Stanislaw on the record). The question mark will match one, and only one, ambiguous character in the record data (ex Eli?abeth will match Elizabeth and Elisabeth)

*Note 2:* You can use multiple wildcards in a single field, but you must have at least one unambiguous character in the search field.

*Note 3:* Wildcards are most useful in finding records that have been misindexed or where the name used by the family/individual is variable. They will bring back a set of search results with increased variability.

## **Using the Indexed Data Grid Below the Image to Navigate**

It is not uncommon in a census record to find multiple relative households living physically nearby a relative you have found. Below every indexed image, FamilySearch displays that image’s indexed records. It is always critical to look at the image to verify the indexed data and to extract additional data that was unindexed. Another reason to look at the image is to identify additional relatives. When you find a nearby household of interest on a census image, you can use that data grid to jump directly to the nearby household and attach them to the Family Tree as well. I will demonstrate how this is done.

*Step 1:* Go to an indexed image, such as a census, and, after finding your family, look up and down at the surrounding households to see if any of those are also related to you or of research interest.

*Step 2:* If another person on the census page is of interest, scroll up and down in the data grid below the image until you find that person's indexed data.

*Step 3:* Mouse over the white space to the left of the person's name and click on the document icon that appears to jump to that person's record in the census.

*Step 4:* From there you can take all typical actions you would expect, such as attaching them to the family tree, adding them to your SourceBox, reviewing the household, etc.

## **Searching from Family Tree**

When you are on an ancestor page in the Family Tree you can initiate a search of the people in the historical documents on the FamilySearch website. We will walk through what data is used in this search and how to get the most out of this feature.

*Step 1:* Click the FamilySearch logo in the Search Records box on the right hand side of a Person Details page in Family Tree.

*Step 2:* The set of search results you will be viewing was generated by searching for records using the names and birth info from the tree person, as can be seen in the "refine form" to the left of the results.

*Step 3:* Review the search results and take action on any unattached records that represent the tree person shown in the banner at the top. Unattached records will not have a little tree icon on the right side of their row.

*Step 4:* The name and birth info is unlikely to find all records. Iterate on the search by changing the data in the search fields using alternative data presented on the person banner at the top. Try name variants, wildcards, exact searching, places with just country or county, marriage data instead of birth data, or parents and/or spouse.

## **Analyzing Your Search Results in a Spreadsheet**

Many users desire to annotate or sort their search results in ways that the current website cannot do. When a user is logged in they will see the ability to export their set of search results into a spreadsheet document. By opening that document in a spreadsheet application on their computer they can rigorously analyze their results in powerful and unique ways.

*Step 1:* Login and conduct a search. Then set the number of search results to 75 using the control just above the results to the left.

*Step 2:* Click the "Export Results 1-75" button just above the search results to the left.

*Step 3:* Depending on which operating system and web browser you are using and how they are configured, you may be asked to give the file a name and choose where to save it to your computer hard drive.

*Step 4:* Open the file that was exported in a spreadsheet program on your computer (ex. Apple Numbers, Google Sheets, OpenOffice or Microsoft Excel).

*Step 5:* Sort and annotate the search results as required by your research workflow

*Note 1:* The exported file represented the complete set of search results on the page with each results in a separate row and each piece of record data in a separate column.

*Note 2:* The first column is the confidence score assigned by the search system to each record and is useful in resorting the results back the way they were originally presented.

*Note 3:* The last column is a link to the record on FamilySearch.org

*Note 4:* The first rows contain the search parameters you used and is a link that will enable you to replicate the exact search again in the future. You will also find a date stamp telling you when the search was conducted.

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## Where to Get Help with Searching Records:

USER FORUMS: <http://getsatisfaction.com/familysearch>

The user forums are frequented by many highly skilled and helpful users as well as many FamilySearch employees and product managers who will seek to provide answers and guidance to your posted questions.

HELP CENTER: <http://www.familysearch.org/ask>

The FamilySearch Help Center contains articles, tutorials and educational courses on how to use the website and how to conduct valid genealogical research.

FAMILY HISTORY CENTER: <http://www.familysearch.org/locations>

FamilySearch maintains approx. 4,500 brick and mortar Family History Libraries, Family History Centers, Discovery Centers, and relationships with Affiliate Libraries all around the world. These locations are staffed by dedicated and skilled consultants with a knowledge of the website, data and local resources.

CONTACT: <http://www.familysearch.org/ask/help>

FamilySearch offers local help, email, live chat, phone available at the above website. Live support personnel can guide you, address issues or answer questions.