FamilySearch

I Didn't Know You Could Search Like That!

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Objective: To learn various ways to more effectively search the historical record collections of FamilySearch.

IMPORTANT TIPS
1. Always search by name first.
2. Always view the image of the original record.
3. Attach sources to your Family Tree.
4. Search using a variety of methods.
5. Less is more. Begin with a minimum of information and apply filters to your results to refine them.
6. Log in with your FamilySearch account first in order to save records and images to your source box or to attach the information directly to your ancestor in Family Tree.

UNDERSTANDING THE RESULTS PAGE
- **Records:** The list of your search results.
- **Collections:** The list of collections where your results came from. You can filter by collection by selecting the small box next to the title of the collection you wish to see results from.
- **Number of results to show:** The quantity of results that will be shown on the page.
- **Name column**: The name of the person in the record that matches your search parameters and the name of the collection from which the result was taken. The dates indicated in this section are the date range of the collection indicated and **not** the date of the actual record.
- **Events:** The type of event indicated in the record, its date and place.
- **Relationships:** Relationships that are indicated in the record.
- **View:** Click on the paper icon to view the indexed information from this result and its source. Click on the camera icon to view the image of the record from where the indexed information was extracted.
- **Tips:** Small purple light bulb located in the lower right corner of your screen. Click on this to get help on any page you're on in FamilySearch. Select a topic and then you can learn more either by reading a short article or watching a short video. The videos do not include sound.

SEARCHING BY NAME

To obtain more results: Search using only one surname but for variety, you can try searching with two surnames. It's important to remember however, that the names of individuals in many indexed records only contain one surname.

Example 1: Search for Juan Gómez
1. **First Names:** Juan   **Last Names:** Gomez
2. **Restrict Records By: Location** > **Country:** Chile **State or province**: Copiapo
3. Click on **Search.**

4. Filter your results by **Marriage year** = 1800. The filters are on the left side of the search results page in the section **Filter Your Results By**. Click on the small arrow to the right of Marriage year and choose 1800.
5. View the result of Juan Gómez Lopez
6. Click on the name of Juan Gomez Lopez or on the **Details** icon.
   - This is a summary of the indexed information from the record. Please note that there could be more information in the original record that was not indexed.
   - This is where you see the record citation, the microfilm number and the image number, when the image is available. **Note:** Not all indexed records are attached to their images.
7. Click on the image.
   - The record we want to view is on the lower right side.
   - Note the details from the original record that were not included in the indexed information – The marital status of the bride and groom and their residence. You should always view the original image from where the indexed information was extracted, when possible, as it may contain additional clues.
   - At the bottom of the image page is the indexed information of the image.

SEARCHING WITH A RELATIONSHIP

Types of relationships searches
- Spouse – Search for the person including the name of his spouse.
- Parents – Search for the whole family using only the parents' names.
- You can also search for Hispanic family members using only the paternal and maternal surnames.

Search with a spouse
Example 2: Search for George Rogers and Amelia as spouses. They married in England in the 1820s.
1. **First Names:** George   **Last Names:** Rogers
2. Click on **Spouse**
3. **First Names:** Amelia   **Last Names:** Not known
4. **Restrict Records By: Location** > England
5. Click on **Search**

Search with just parents' names
Example 3: Search for George Rogers and Amelia Oke as parents
1. Click on **Parents**
2. **Father's First Names:** George   **Father's Last Names:** Rogers
3. **Mother's First Names:** Amelia   **Mother's Last Names:** (leave blank, mother's last names are not usually given in children's records in England.)
4. **Restrict Records By: Location** > England, Gloucestershire
5. Click on **Search**

VIEWING IMAGES
Finding the image of an indexed record
This search is important because you should **always view the original record** to see ALL information found in the record. Often there will be additional information or important clues not included in the indexed information.

Example 4: Search for the marriage of William Bibb and Jane
1. **First Names:** William   **Last Names:** Bubb
2. Click on **Spouse**
3. **Spouse's First Names:** Jane
4. **Restrict Records By: Location** > Country: England   State: Lancashire

5. Click on **Search**
6. Click on the result showing the marriage on 27 April 1800 in St. Peter's.

Review the source information
1. Is there a film number?
2. Is there an item or page number?
3. What is the date and location of the record?

Finding the image
1. Open a new browser window to **FamilySearch.org** or write down all the pertinent source information (film number, item number, page number, date and place of the record).
2. Click on **Catalog**.
3. Click on **Film/Fiche number** and enter the film number. This information comes from the document source information.
4. Click on **Search.**
5. On the results page, locate the film number and click on the camera icon.
6. Using the source information (item number, page number and date) locate the image.
7. Examine it thoroughly for clues.

Browsing the image collections using the map
Example 5: Find birth records for the year 1927 for Sanarate, El Progreso, Guatemala
1. On the FamilySearch Records page click on **Central America** on the map.
2. Choose the country from the drop-down menu: **Guatemala.**
3. On the country's collections page, the top part of the page lists collections with indexed records, indexing may or may not be complete. The bottom part of the page lists image only collections.
4. The **Records** column indicates the number of records indexed. The **Last Updated** column indicates when the collection was last updated. The camera icons indicate that images are available. The smaller camera indicates the images are from FamilySearch. The larger camera icon is for images not found on FamilySearch.
5. Click on the **Guatemala Civil Registration, 1877-2008 collection**.
6. Click on the option to **Browse through …. Images**.
7. Now you will choose the locality beginning from largest jurisdiction to smallest. Choose the department **El Progreso**.
8. Choose the City of Municipality: **Sanarate.**
9. Choose the record type with the year range needed: **Nacimientos 1925-1930**.
10. Use the tools available for browsing the image collections.

Tips for browsing images
- Search for the locality beginning with the largest jurisdiction and drilling down to the smallest. For example: State or province > city > parish.
- Choose the type of records and year range that fits the year range you need.
- You can browse forward or backward in an image set using the small arrows that appear on either side of the words **Image xx of xx**. The arrow pointing to the right is to advance. The arrow pointing to the left is to go backwards. You can also enter an image number and click on Enter to advance to that image number.
- To use the tools to improve the image quality, click on **Tools** and you will see various options. To adjust the brightness or contrast of the image, use the slider and then click on **Apply** when the image appears as you wish.
- Search in indexes first, if any, but remember the page number in the index rarely corresponds to the image number.

- Begin with date of the event (birth, marriage, death) working forward in time. The records are normally in chronological order by the date of the event or of the registration. If the event is not on the date expected, try searching a few years before or a few years after.
- Take notes or use a research log. Be patient and don't give up.

USING THE FAMILYSEARCH CATALOG

Use the FamilySearch catalog to find microfilm and digitized images as well as other records that are not digitized, such as microfilms, books, periodicals, or maps. The most commonly used search option is place but you can also search by:

- Surnames
- Titles
- Author

- Subjects
- Keywords

Understanding the icons in the catalog

- **Magnifying glass icon:** Some or all the records from this microfilm are indexed. Click on the magnifying glass icon to search by name within this microfilm.
- **Camera icon:** Records are digitized and online. Click on the camera icon to view the images.
- **Microfilm roll icon:** Records are only on microfilm for now.
- **Camera icon with key:** Images are restricted to certain groups of users. These restrictions are imposed by the archives and repositories who provided FamilySearch with the records.

Places Within

Use the catalog's Places Within feature to locate records for cities and towns within a province, state or department. This is especially helpful if you don't know how to spell the name of the town.

Example 6: Find records for a town in the province of Trapani, Italy

1. From the home page of FamilySearch.org pass your cursor over the word **Search** and click on **Catalog** from the drop-down menu.
2. In the field **Place** enter the name Trapani.
3. Select the option **Italy, Trapani** and click on **Search**.
4. Click on **Places within Italy, Trapani.**
5. Choose the correct location: **Marettimo.**
6. To go back and choose another town, click on **Part of Italy, Trapani** and then return to step 4.
7. To choose another province, click on **Part of Italy** and then click on **Places within Italy**.

Why use the catalog?

- Verify if a microfilm has been indexed.
- Locate other items available for your locality or surname.

Remember to search for records at the jurisdictional level that created the records – national, state, county, or city. You must spell the name correctly or use Places within … [name of state or province].