

Genealogy 101

Class Description: This class will teach you how to effectively use Ancestry, Heritage Quest, and Newsbank to help with your genealogy research. We will also go over some additional websites that have proven useful in Genealogy research.

Skills needed: This is an intermediate class, basic computer skills like typing, using the internet, and performing basic searches is required.

Learning Objectives:

- Learn to use Ancestry
- Learn to use HeritageQuest
- Learn to use Newsbank
- Learn to use HeritageHub
- Familiarize with other useful genealogy sites

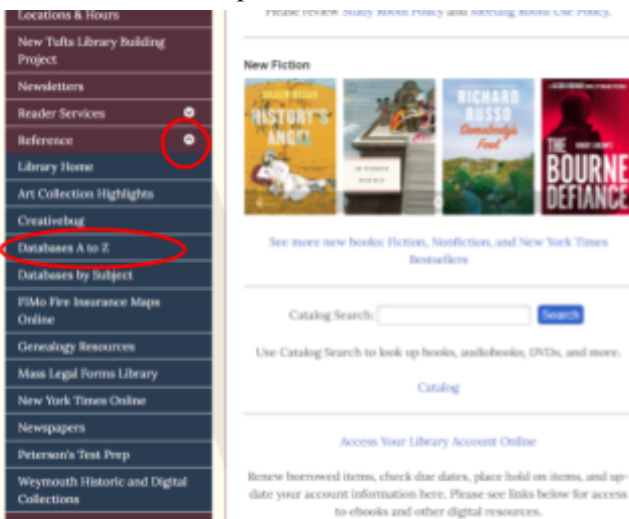
Step 1:

Getting to Ancestry, HeritageQuest, and Newsbank

- Go to <https://www.weymouth.ma.us/weymouth-public-libraries>



- On the left hand side choose reference
- Click the drop down arrow next to reference



- Choose databases A-Z

- Scroll down to each database and double click to open them



Home » Departments » Libraries » Reference

Databases A to Z

Need help with research? Contact the Information Desk at 781-340-5002 or email us at werefo@ocln.org. We're happy to help!

Many of these resources are funded jointly by the Massachusetts Board of Library Commissioners (MBLC) and Massachusetts Library System with state funding and federal support from the Institute of Museum and Library Services as administered by the MBLC.

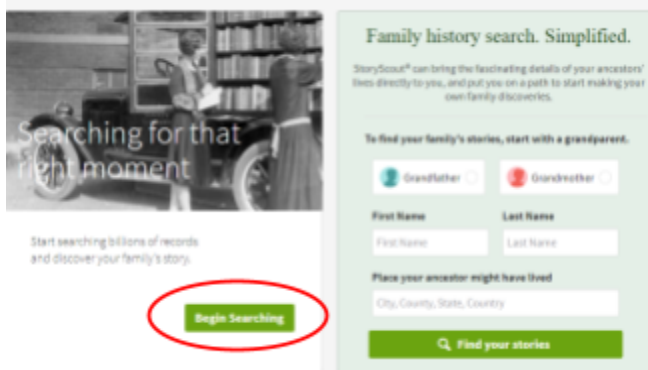
Academic Onefile
Use this comprehensive periodical resource of full-text peer-reviewed content for over 13,000 indexed journals and reference works covering all subjects, including the full-text of The New York Times and London Times back to 1985 and NPR, CNN & CBC transcripts and podcasts.

Ancestry Library Edition
With 10 billion genealogical records from across the globe and millions of family trees, Ancestry.com is the world's largest online family history resource.
* For in-library use only on one of our public computers or via our wireless connection to your laptop or other mobile device.

Step 2:

Ancestry

- On the Ancestry homepage click on Begin Searching



Family history search. Simplified.

StorySense® can bring the fascinating details of your ancestors' lives directly to you, and put you on a path to start making your own family discoveries.

To find your family's stories, start with a grandparent.

Grandfather Grandmother

First Name Last Name
First Name Last Name

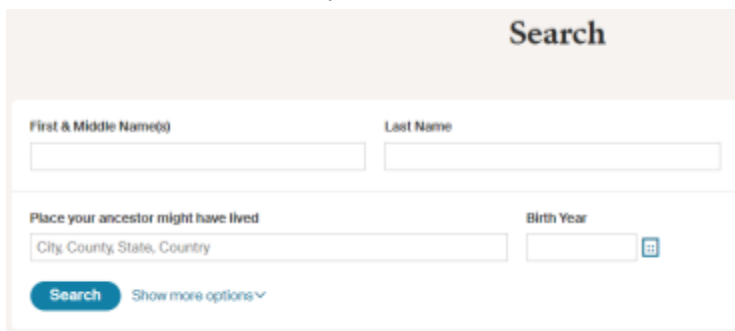
Place your ancestor might have lived
City, County, State, Country

Find your stories

Start searching billions of records and discover your family's story.

Begin Searching

- This will bring you to the search page
- Here you can enter all the information you know about your ancestor
 - First, middle, and last name
 - Place where your ancestor lived or may have lived
 - Their birth year



Search

First & Middle Name(s) Last Name

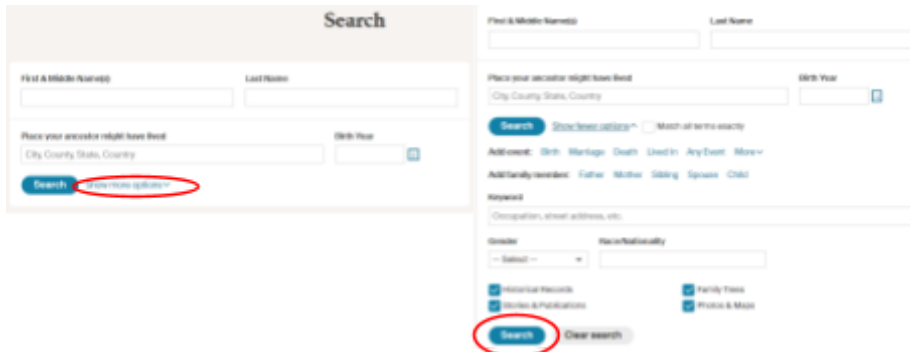
Place your ancestor might have lived Birth Year

City, County, State, Country

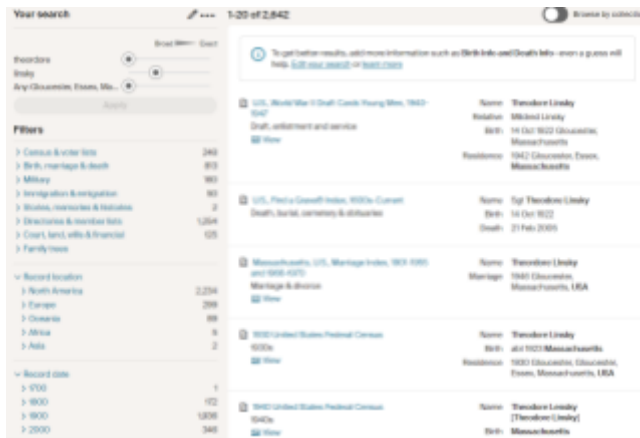
Search Show more options

- If you have more information you can click on show more options
- Here you will have options to include more data
 - Marriage, Death, Lived In, Any Event, Arrival, Departure, Military service
 - If you know the names of any of their family members

- A keyword like their occupation or perhaps a street address
- Their Gender
- Their Race/Nationality



- After you type in the information you will click on search
- This will bring up all the results that Ancestry has found



- On the left hand side you are able to broaden or make your search more precise
 - I suggest at first keeping your search broad and looking at the results returned before narrowing them down
- Also on the left hand side is filters that you can choose from
 - These filters let you pick what type of records you want to see
 - Where these records are located
 - As well as record date

Your search ✎ ⋮

Broad Exact

theodore

linsky

Any: Gloucester, Essex, Ma...

Apply

Filters

- > Census & voter lists 248
- > Birth, marriage & death 813
- > Military 160
- > Immigration & emigration 50
- > Stories, memories & histories 2
- > Directories & member lists 1,254
- > Court, land, wills & financial 125
- > Family trees

Record location

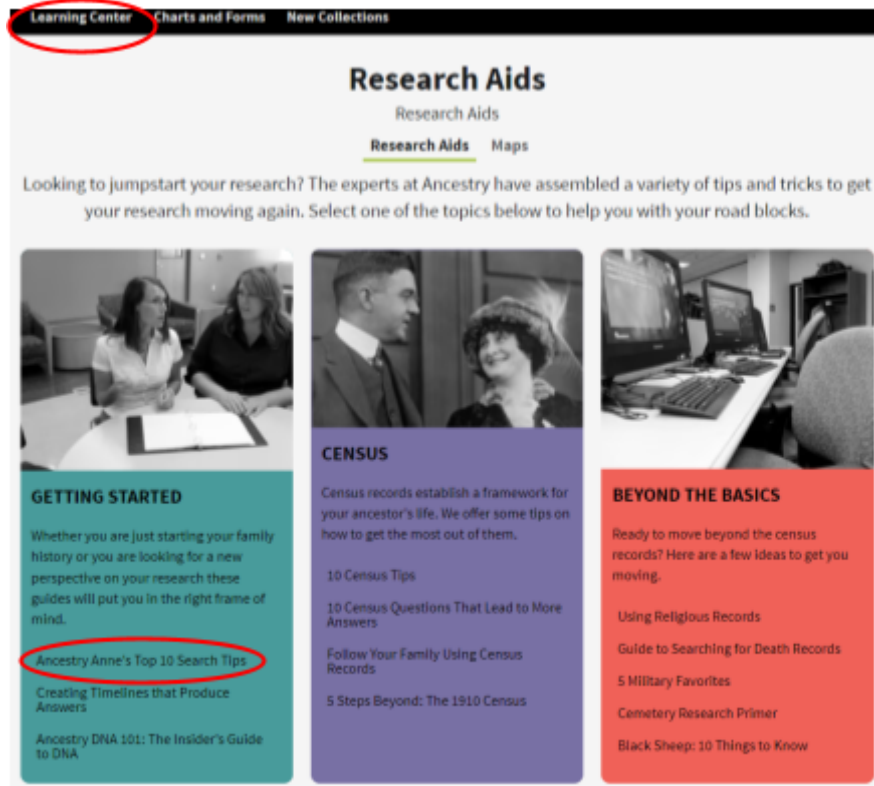
- > North America 2,234
- > Europe 299
- > Oceania 89
- > Africa 5
- > Asia 2

Record date

- > 1700 1
- > 1800 172
- > 1900 1,936
- > 2000 346

Getting help on Ancestry

- If you are stuck on which direction to go in your research, Ancestry, has the Learning Center tab with a variety of information that can help you get started or help you out when you get stuck



Learning Center Charts and Forms New Collections

Research Aids

Research Aids
Research Aids Maps

Looking to jumpstart your research? The experts at Ancestry have assembled a variety of tips and tricks to get your research moving again. Select one of the topics below to help you with your road blocks.

GETTING STARTED

Whether you are just starting your family history or you are looking for a new perspective on your research these guides will put you in the right frame of mind.

Ancestry Anne's Top 10 Search Tips

Creating Timelines that Produce Answers

Ancestry DNA 101: The Insider's Guide to DNA

CENSUS

Census records establish a framework for your ancestor's life. We offer some tips on how to get the most out of them.

- 10 Census Tips
- 10 Census Questions That Lead to More Answers
- Follow Your Family Using Census Records
- 5 Steps Beyond: The 1910 Census

BEYOND THE BASICS

Ready to move beyond the census records? Here are a few ideas to get you moving.

- Using Religious Records
- Guide to Searching for Death Records
- 5 Military Favorites
- Cemetery Research Primer
- Black Sheep: 10 Things to Know

- Once there you can then click on the different topics that are of interest to you to get more information in how to use certain records, how to research, or how to use certain functions of Ancestry
- Ancestry also offers Charts and Forms which can be helpful to your research as they can provide a quick glance at the information you are collecting or let you transcribe some of the documents that are harder to read so you can have an easier time referring back to them

Learning Center **Charts and Forms** New Collections


Charts and Forms

Download these charts and forms to organize your research.

Charts & Forms Census Forms

Ancestral Chart


An ancestor chart records the ancestors from whom you directly descend--those for whom you intend to compile a complete and correct family unit. It shows at a glance the progress you have made towards this goal and what remains to be done.



[Download Form](#)

Research Calendar


The research calendar gives an account of every record source you have searched and serves as a reminder of what you have already done and where you have found pertinent information.



[Download Form](#)

Research Extract

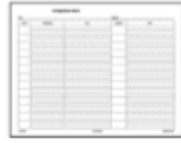
Use the research extract sheets to summarize information which cannot be photocopied, for which there is no document in your possession, or for things such as deeds which may be time-consuming or difficult to reread quickly when you need information from the copy you have.



[Download Form](#)

Correspondence Record

It is important to keep track of those with whom you have corresponded, the reasons for writing, and whether or not you have already received an answer.



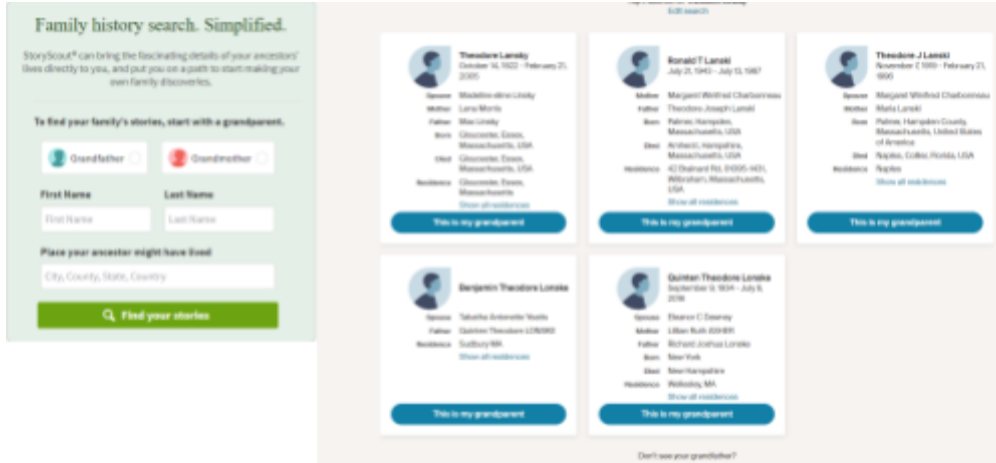
[Download Form](#)

- Here you can download them and then print them out for your own use

Step 3:

Ancestry Stories

- On Ancestry you can also use Story Scout which will search for information about your family with the name of your grandfather or grandmother
- After entering the information (first and last name, place your ancestor might have lived) click Find Your Stories
- This will bring you to the next page where you will have several people to choose from
- Choose your ancestor
- It will then gather information and put together a small story about your family
- The same search engine is also available on HeritageQuest and is used in the same way



Step 4: HeritageQuest

- HeritageQuest and Ancestry are both owned by the same company so they work in very similar ways
- If you click on begin searching it will bring you to a page that lists all of the different types of documents you can choose from and you will have to pick one type to begin your search in
 - These documents include US Census, Books, Wills and Probates, City Directories, Military Records, Immigration Records, Public Records, Social Security Death Index, Revolutionary War Pensions, U.S. Serial Set, Freedman's Bank, and Cemeteries
 - We will talk below about how the search engines in these work
- HeritageQuest, however, on the homepage, allows you to start your search by picking a particular type of document if you so choose
 - These document types include City Directories, Census Map Guide, U.S. Indian Census Rolls, Mortality Schedules, Agricultural and Industrial Schedules, U.S. Freedman's Bank Record (1861-1875), US Census, Books, Revolutionary War era Records, and the Canada Census
 - All of these except for the Census Map Guide have the same type of search engine where you will type in as much information as you know on your ancestor and then click search (in the image below you can see the type of information you are able to enter into the search engine)



- The Census Map Guide allows you to choose the state your ancestor(s) lived in and then see how it has changed over the decades in terms of boundaries, names, etc.
- Some of these like Cemeteries and Wills and Probates may have an additional step where you will have to choose the state (ie. MA) that you would like to look in before getting to the search engine
- Similar to Ancestry.com once you have your results back you are able to have your search be more broad or exact based on first name, last name, and where they lived
- However, unlike Ancestry.com you are not going to get the filters to help narrow down your search because you already picked what record type you wanted to search at the beginning
- Much like Ancestry, to get help on HeritageQuest you will click on Research Aid where you will see they have Research Aids and Maps like Ancestry

Step 5:

Newsbank

- Is a collection of local, regional, and national newspapers that are able to be keyword searched
- The papers are broken down into several categories including the Boston Metropolitan Collection, the Boston Herald Collection, the Cape Cod Times Collection, the Patriot Ledger Collection, The Enterprise Collection, the Worcester Telegram Collection, USA, USA-Massachusetts, and America's News Magazines



- There are two ways to search the different collections
 - The first way is to enter a keyword like a name, event, or topic into the search bar at the top of the screen (this will search all the newspapers you have access to through Weymouth Public Libraries)
 - The second way is to go into the individual collections and choose the paper you want to search in (this is great if you know which paper printed the article you are looking for as it will bring up less results)
- Once your search results appear you will have filters on the side that you can use to help make your search more specific
 - These filters include: Sort by (Best Match, Newest, or Oldest), Date Selector (allows you to choose a time frame in which you think the article is from) Source type, year, source name, source location (please note that source type, name, and location are only available if you haven't previously decided what paper you will be looking in), lexile which is the readability (age level) of the article, and lastly language
 - The more filters you apply the less results you will have to search through
- To get help on Newsbank you will scroll to the bottom of the screen and click on Help



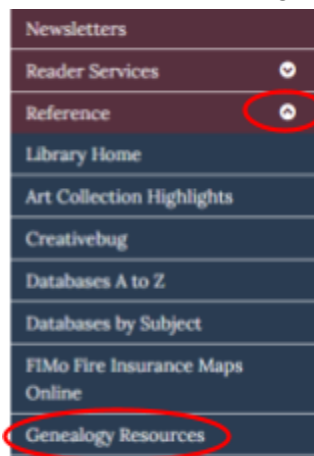
- Once you click on help it will bring you to another tab where here will be a document with a variety of different sections that will cover a bunch of different questions you may have while using Newsbank
- With the help of the Table of Contents the help documentation is made easier to navigate in terms of finding the particular sections that will help you with

Step 6:

HeritageHub

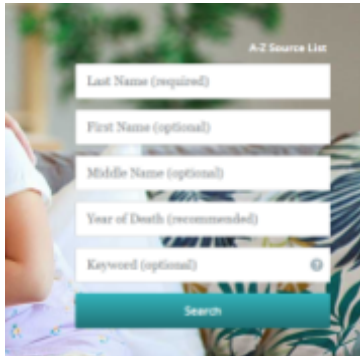
This website searches newspapers from across the country to find obituaries

- Accessing HeritageHub
 - There are two ways to access HeritageHub, you can access it via the homepage of Newsbank which we have already explored or you can access it under Genealogy Resources on the website
 - You would get there by first going to the menu on the left side of the screen
 - Clicking the dropdown arrow next to Reference and then choosing Genealogy Resources

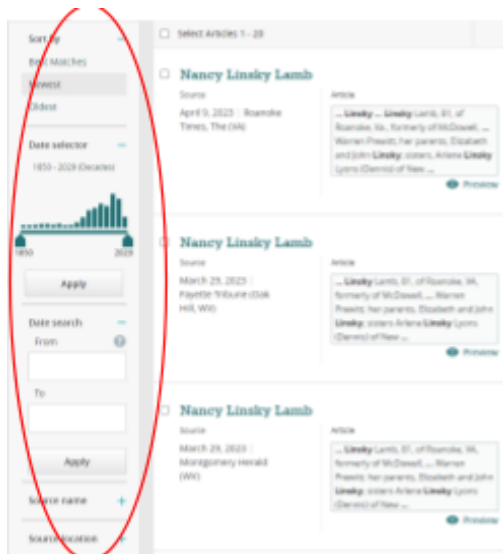


- On the homepage you will see a spot to enter information about the person you are looking for
 - Last name is required

- First name, middle name, year of death, and keyword are all optional
- However, it is best to fill out as much information as you know as it will likely mean less results you have to go through



- It may be possible to find an obituary with just a last name if you know no other information as you are able to filter information once you get to the results page
 - Date selector allows you to put in a date range if you are unsure of the exact year, but know a group of years it was likely published in
 - You are able to filter information by Source name (a paper or other source the obituary may have been in)
 - Lastly, you can filter by Source Location and this is the state the obituary would have been published in
 - You are also able to sort the materials by Best Matches, Newest, or Oldest



- If you choose to create an account you can create folders that will hold your search results, so you do not have to perform the same search every time you are looking for an obituary
- The other helpful tool in HeritageHub is creating an alert
 - To do this press create alert (four times a day, two times a day, once a day, or once a week)
 - Enter your email address (if more than one email address make sure they are separated by commas)
 - You can also decide the frequency of when you want to have the alerts

- Also on HeritageHub if you go to the top of the page you can click on A-Z source list and this will show you all the sources they use to find the obituaries
- To get help on HeritageHub you would scroll to the bottom of the page and closer to the right side you will see a help button and you will want to click on that
 - Here they will have a guide with frequently asked questions as well as explanations about everything you can do in HeritageHub

Step 7:

Family Search

- This is a free genealogy website where you can look up information about your ancestors
- Go to <https://www.familysearch.org/en/>
- You can create an account or do it without an account but you will get more information if you have an account
- To create an account you would go to Create Account. They require first name, last name, date of birth, and an email address. You will have to create a username and a password
- However, if you do not want to give out that information you can also search without making an account you just won't have access to all the materials available
- To begin your search you will want to scroll about midway down the homepage and there you will find a spot to enter your ancestor's first name, last name, place they lived, and year of birth (year of birth does not have to be 100% accurate) none of these sections are mandatory to fill out, but the more information you include the more likely it is that your ancestor will be found
- After filling out this information you will want to click on Search
- This will bring you to a page where there will be several potential people who may be the ancestor you are looking for
- Click on the right person, if the right person is not there scroll down to see if there are any free standing records about your ancestors
- Once you click on your ancestor it will bring you to another page where you can see information about their family, the sources used to find this information, a brief life history of the person, a brief world history, a family timeline, the meaning of your ancestor's name, and photos if there are any
- Please note that what you can do is limited on this site if you choose to not create an account

Step 8:

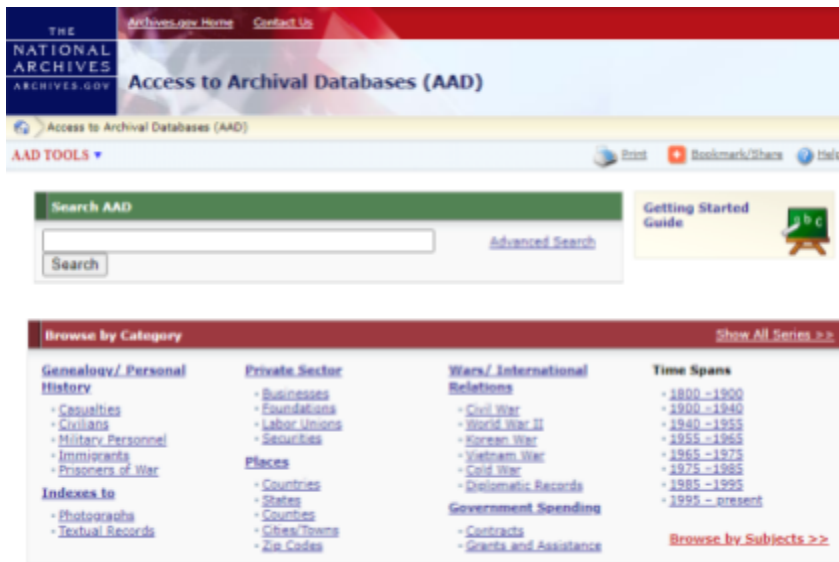
Find a Grave

- Is the world's largest gravesite collection
- Go to <https://www.findagrave.com/>
- Right on the top of the homepage you will be able to enter information about your ancestor including: first name, middle name, last name, year they were born, the year they died, and where the gravestone is located
- None of this information is required, but like the other sites the more information you are able to provide the easier it is to find the right information
- Then you will click search
- This will then bring up any results they find based on your search requirements

Step 9:

National Archives

- Here you are able to search military records and census information
- <https://www.archives.gov/research>
- To search military records that are available online you will want to follow this link:
<https://www.archives.gov/research/military/veterans/online>
- This link has everything that is digitized separated by conflict, so you are able to see what from each war has been digitized and then choose accordingly what you are looking for to help you find information on your ancestor
- Once you choose what you would like to look at you will most likely be brought to a separate page



- Here you can choose to either search everything by entering your keyword or you can search by the different hyperlinked categories
 - If you choose to search by the different hyperlinked categories you will be brought to a second page where you will have the option to search all the records in that category or further reduce your search by choosing another category

Search World War II

Search [Advanced Search](#)

Wars/ International Relations: World War II

5 series, listed chronologically



Series and Files	No. of Records
World War II Army Enlistment Records, created, 6/1/2002 - 9/30/2002, documenting the period ca. 1938 - 1946 - Record Group 64	9,039,840
<ul style="list-style-type: none"> Electronic Army Serial Number Merged File, ca. 1938 - 1946 (Enlistment Records) search 8,705,394 Electronic Army Serial Number Merged File, ca. 1938 - 1946 (Reserve Corps Records) search 333,446 	
Records of World War II Prisoners of War, created, 1942 - 1947, documenting the period 12/7/1941 - 11/19/1946 - Record Group 389	143,374
<ul style="list-style-type: none"> World War II Prisoners of War Data File, 12/7/1941 - 11/19/1946 search 143,374 	
World War II Prisoners of the Japanese Data Files, created, 4/2005 - 10/2007, documenting the period ca. 1941 - ca. 1945 - Collection ADBC	29,879
<ul style="list-style-type: none"> World War II Prisoners of the Japanese File, 2007 Update, ca. 1941 - ca. 1945 search 29,879 	
Records About Japanese Americans Relocated During World War II, created, 1988 - 1989, documenting the period 1942 - 1946 - Record Group 210	109,377
<ul style="list-style-type: none"> [Japanese-American Internee Data File], 1942 - 1946 search 109,377 	
Records of Duty Locations for Naval Intelligence Personnel, created, 1942 - 1945, documenting the period 1942 - 1945 - Record Group 38	33,208
<ul style="list-style-type: none"> Naval Group China Muster Roll and Report of Change Punch Cards, 1942 - 1945 search 33,208 	

* Results are displayed in the indicated formats:

[HTML format](#) [Image format](#) [PDF format](#)

- To access the census you would follow this link:
<https://www.archives.gov/research/census/online-resources>
- On this page you can then choose the census record you would like to look at (please note that census records are only available up until 1950)
- You would then be able to keyword search the census, by entering your keyword(s) into the search bar and clicking on the magnifying glass

Population Schedules for the 1910 Census

Includes:  4,302 File Units /  1 Item

Search within this Series

- This is not available for all of the census, however, with your library card and access to Ancestry.com you will be able to see all the censuses that have been made available