

# RECORD SEARCH

## What's it all about?

This is where you find the digitized records that have been indexed thus far in the FamilySearch Indexing program. They will eventually be available in the Church's regular FamilySearch Internet web site ([www.familysearch.org](http://www.familysearch.org)), but for now they can be temporarily accessed by the "Record Search" program. The collection is, of course, continually updated as new records that have been digitized and indexed are added to it. As of now, it is still a pilot site and access is somewhat limited.

## How can I examine these records?

### 1. To register, and thereafter to sign in:

Bring up the Record Search program by going to <http://search.labs.familysearch.org> on the Internet. This brings up the sign-in page where, if you're already registered, you can type in your e-mail address and click on the "Sign In" button.

- The first time you go there, you have to register. To do so, click the "Register to use Record Search" hyperlink under the sign-in box. Type in the requested information, and click on the "Send" button at the bottom of the screen.
- If they are accepting new users when you register, you should receive an e-mail within 12 hours (or longer over a weekend) notifying you that you can now sign in. (When I registered, I received my e-mail acceptance about 4 hours later.)

When you sign in, you will then see the Record Search home page. Note that it has three main sections: "Search All Indexed Collections", "Search an Indexed Collection", and "Browse Images in a Collection". Also note the "Tips for Searching for Your Ancestors" on the upper right.

### 2. To "Search All Indexed Collections":

If you wish, you can make a global search of all the collections in the database that are indexed. To do so, type in the name for whom you wish to search. Then click on the "Event" button, choose from the drop-down menu, and type in the year the event occurred. Click on the "Place" button(s) and specify a place. If you wish, you can also specify the names of the father, mother, and spouse by clicking on the "Show more options" hyperlink. Then click on the "Search" button.

Examine the screen listing the Search Results. Notice the hyperlinks for refining the search or starting a new search in the box that summarizes your search terms, in the upper left-hand corner of the page. Also, to the right of that box, you can choose to narrow your search results to those in a particular category by clicking on the corresponding hyperlink.

Notice that the search results are divided into two sections: "Close matches" and "Partial Matches". The quality (or "rank") of each match is represented by the number of asterisks before the name. Each entry shows the collection where the name was found, along with some of the information in the record.

Notice that each underlined name in the "Person" column of the Search Results is a hyperlink. If you let the mouse rest on it, a pop-up screen gives a more extensive summary of the data. If you click on the hyperlink, you will see a complete listing of the data for that name along with information about the record itself and perhaps some tips for using it effectively. You may also see a hyperlink to "View original image".

### **3. Examining an Original Image**

When you choose to view a selected image, you should be aware of three important helps that are provided by the program. (1) Examine the icons on the toolbar at the top of the image, which will help you navigate through the images in the collection. (2) Note the zoom tool in the upper right corner, which allows you to magnify the image. (3) Note the thumbnail view in the lower right corner, in which the yellow box can be dragged to show you different parts of the image. Note also that when the mouse is on any part of the image, it becomes a hand tool which can be used to drag the image up or down, or to the right or left.

### **4. Searching an Individual Collection**

You can, if you wish, search an *individual* collection rather than searching "All Indexed Collections". There are two ways of searching individual collections, as you see on the home page. You can either "Search an Indexed Collection", or for those collections that are not yet indexed you can "Browse Images in a Collection". Notice the lists of collections that are available under each of these two categories.

#### **a. To "Search an Indexed Collection":**

Click on the name of the collection you wish to search. The resulting screen will begin with a "Search this Collection" box where you can type in the information about the person you wish to search for. Below the search box, you will see a lot of interesting and useful information about the nature of the records in the collection. When you click the "Search" button, you will obtain a Search Results list that works exactly the same way as the one you get in the Global Search, described in item 2 above.

#### **b. To "Browse Images in a Collection":**

Click on the name of the collection you wish to search. You cannot search for a specific name because these collections are not yet indexed, but you can browse the images that are available. In many of the collections, you can narrow down to a smaller group before you start browsing, but if the collection does not have subdivisions you may have to browse it as you would a roll of microfilm, image by image. Some of the collections may have images arranged in alphabetical order (more or less).