

How to use Ancestry.com

An Unofficial Guide.



To access a 2 week free trial membership:

1. Enter www.ancestry.com.au in to your browser
2. Select the 'free 2 week trial' button
3. Choose the membership level.
4. You will need a credit card to proceed. A charge will be made at the end of two weeks if you maintain your account.

To start your family tree:

1. Under the 'Trees' tab choose 'start a new tree' or 'create & manage tree'
2. Enter what you know
3. Work backwards
4. Save your tree

Vital Records

- Births, Deaths & Marriage (BDM) certificates are known as 'vital records'. They help you build the links between individuals in your family tree.
- On Ancestry.com you will find **indexes** for Australian births, deaths and marriages. Indexes are a reduced version of what you will find on a full BDM certificate.
- You may need to consider parish records if you ancestor lived before civil registration – ie. look for baptisms, marriages and burials records generated by churches.
- Useful guide to searching Australian BDMs: www.nla.gov.au/researchguides/australian-birth-marriage-and-death-records

What will you find on a certificate?

Birth	Marriage	Death
<ul style="list-style-type: none">• Name at birth• Date and place of birth• Sex• Father's name and occupation• Mother's maiden name (and occupation after X)• Details of the registration	<ul style="list-style-type: none">• Bride and groom's : name and age, place of birth, occupations, conjugal status.• Names and occupations of father's• Place and date of marriage.• Officiating person and the religion if any.• Details of witnesses.	<ul style="list-style-type: none">• Name, age and sex of the deceased• Cause of death and duration of any illness• Occupation• Marital status• Religion• Other details of family• Doctor• For 19th Century certs you may get 'length of time in the colony.'

Adding a fact to your family tree:

1. Click on 'Add' at the top of the Fact column.
2. Select the event type from the menu.
3. A 'custom event' allows you to create your own when the desired event type exist.
4. Complete the details as fully as you can.
5. Cite the source of your information by choosing an option from the left column. This could include adding media such as a photo or document you've found from 'outside' Ancestry.
6. Save your fact.

Conducting a search in a particular record group:

1. From the home page choose search in the black bar across the top of the page.
2. Select the desired record group. eg. 'Birth, Marriage and Death'
3. Enter the details you know. Start by keeping your search broad. You can narrow it later.
4. Check it is searching the geographic collections that you want it to.
5. Press search.
6. Review the list and select 'save' if appropriate.

Finding records from the 'outside': eg. Newspapers on Trove.

1. Enter www.trove.nla.gov.au in your browser
2. Choose 'newspapers'
3. Choose 'Advanced Search'
4. Enter search terms.
5. Refine search terms by title, decade or category as necessary
6. Select articles to view and edit as necessary.

To add a story to your family tree.

1. From the person's profile page choose 'Gallery'
2. At the far right of page select 'Add/ Create Story'
3. Select 'I want to write a story' (in box #1)
4. Cut desired text from TXT option in Trove, and paste into box #2.
5. Complete other details as thoroughly as you can
6. In box #3 decided if the story should be attached to others in your tree.
7. Save your story. It will now appear in the Gallery section.

To use a story to source a fact.

1. Choose the 'fact' you'd like to source.
2. Choose 'edit'
3. Choose 'media'
4. Click on the plus signs of the gallery items you'd like to use as sources.

General Research Principles for Family History:

1. Determine your research question	➤ When did my great-grandmother immigrate to Melbourne?
2. What kind of records hold that info?	➤ Passenger list for her ship
3. Which institutions are connected to that question?	➤ Government of the colony of Victoria
4. Which archive would hold that institution's records?	➤ Public Record Office of Victoria

