

Getting Started in Family History

State Library of Queensland

Online collections and resources training

What is Ancestry Library Edition?

Ancestry is a large database that contains thousands of databases of collections of records from all around the world used by people to research their family history. Public libraries in Queensland have free access to Ancestry Library Edition.

Key features:

- Quick name searches
 - Search across multiple records, countries and time
- Access to digitised images
- Continually updated and added to
- Access to previously inaccessible British and Australian records

Ancestry databases

Wide variety of records available including:

- England, Wales and Scotland censuses 1841-1911
- Civil birth, death and marriage indexes for England and Wales
- Selections of British parish records
- UK Incoming Passenger Lists, 1878-1960
- UK Outward Passenger Lists 1890-1960
- Australia-wide birth, death and marriage indexes
- NSW passenger lists 1826-1922
- Victoria passenger lists 1839-1923
- Some 20th Century Australian electoral rolls 1903-1980
- NSW – Sands Directories 1861-1933
- Various Queensland post office directories and Pugh's almanacs within "Australia, City Directories, 1845-1948"
- Queensland government gazettes 1903-1910

Home Screen - Two ways to get to “Search” screen

ancestryLibrary **HOME** **SEARCH** MESSAGE BOARDS LEARNING CENTER CHARTS AND FORMS NEW COLLECTIONS

- All Categories
- Census & Voter Lists
- Birth, Marriage & Death
- Military
- Immigration & Travel
- Card Catalog

Would you like to improve your Ancestry experience? Give us your feedback.

Searching for that right moment

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

BEGIN SEARCHING

Four (4) ways to search – the closer you get to an individual index the fewer the results.

Search

1

First & Middle Name(s) Last Name

Place your ancestor might have lived Birth Year

City, County, State, Country

SEARCH Show more options ▾

2

Explore by Location

3

4

Special Collections **+ CARD CATALOG**

- Historical Records
- Birth, Marriage & Death**
 - Birth, Baptism & Christening
 - Marriage & Divorce
 - Death, Burial, Cemetery & Obituaries
- Census & Voter Lists**
 - U.S. Federal Census Collection
 - UK Census Collection
 - Canadian Census Collection
 - More...
- Immigration & Travel**
 - Passenger Lists
 - Citizenship & Naturalization Records
 - Border Crossings & Passports
 - More...
- Military**
 - Draft, Enlistment and Service
 - Casualties
 - Soldier, Veteran & Prisoner Rolls & Lists
 - More...
- Schools, Directories & Church Histories**
 - City & Area Directories
 - Professional & Organizational Directories
 - Church Histories & Records
 - More...
- Tax, Criminal, Land & Wills**
 - Land Records
 - Tax Lists
 - Court, Governmental & Criminal Records
 - More...

Searching

1. *Basic* and *Advanced* searches will search everything that is available in Ancestry Library Edition. A *Basic* search will provide a broad range of results. Using *Advanced* search and adding additional information such as date of death, parents' names or a spouse's name can help narrow the results.

The image shows two sections of the Ancestry search interface. The 'Basic' section includes fields for 'First & Middle Name(s)', 'Last Name', 'Place your ancestor might have lived' (with a dropdown for 'City, County, State, Country'), and 'Birth Year'. It features a 'SEARCH' button, a 'Show fewer options' link, and a 'Match all terms exactly' checkbox. The 'Advanced' section includes 'Add event' (with links for Birth, Marriage, Death, Lived In, Any Event, and More), 'Add family member' (with links for Father, Mother, Sibling, Spouse, and Child), a 'Keyword' field (with placeholder text 'Occupation, street address, etc.'), 'Gender' (a dropdown menu), 'Race/Nationality' (a text field), and several checked checkboxes: 'Historical Records', 'Family Trees', 'Stories & Publications', and 'Photos & Maps'. A 'SEARCH' button and a 'Clear search' link are at the bottom. A blue arrow points from a text box to the 'More' link in the 'Add event' section.

Basic

First & Middle Name(s) Last Name

Place your ancestor might have lived Birth Year

City, County, State, Country

SEARCH Show fewer options Match all terms exactly

Advanced

Add event: Birth Marriage Death Lived In Any Event More

Add family member: Father Mother Sibling Spouse Child

Keyword

Occupation, street address, etc.

Gender Race/Nationality

-- Select --


Historical Records Family Trees

Stories & Publications Photos & Maps

SEARCH Clear search

Click on the **blue text** to add extra information such as parents' names, spouse etc.

Locating databases can help narrow the results:

2. Explore by Location provides an opportunity to locate databases and information from a specific geographical location.
 - a. Click on the **black text** to locate indexes for a geographical area
 - b. Click on the **blue text** to locate indexes from a specific country or state.
 - c. Click on the collections icon  to view a list of related indexes, choose index and search
3. Special Collections (right hand side of search screen)
 - a. Makes locating and searching specific collections in a subject area easier, such as locating "Australia, electoral rolls, 1903-1980" under "Census and Voter Lists"
4. +Card Catalog provides the ability to search for records from specific collections, locations or time periods.
 - a. Search by Title or Keyword to locate a specific index.
 - b. Filter by Collection, Location, Date and/or Language

General search tips

- Start with a broad search then slowly add information to narrow results
- Try different search terms
- Try combinations of search terms

General search tips, cont

- To locate all alternative spellings use wildcards
 - ? when replacing a single letter within a name
E.g. Sm?th searches Smith & Smyth
 - * when replacing more than 1 letter in a name
E.g. John* searches John, Johns, Johnson, Johnsen etc.
- For unusual spellings try limiting to:
 - Exact – searches for the exact spelling typed.
 - Sounds Like (or Soundex) and Similar – alternative spellings of a name
 - Phonetic – Useful for European names that are spelt different to way pronounced

Hints

- Indexing problems to be aware of:
 - Given and surnames may be reversed e.g. Munro Colin
 - Spelling may be inconsistent in original index/document e.g. Hunley for Stanley; Eyer for Eyre
 - Informal rather than formal names may be used e.g. Frank for Francis and Harry for Henry
- Be wary of making assumptions
- Ages may be inconsistent
- Be aware that 'Suggested Records' may not relate to your particular ancestor or may link to a different document altogether
- Indexes can be static so check government web sites as well e.g. Australian states' births, deaths and marriages indexes go beyond what's available on Ancestry Library
- Check original documents for context and crosscheck them with others e.g. Trove, other censuses, British Library newspapers; to see if the error is an indexing one or an inconsistency in the records.
- Search individual databases for more individualised results e.g. Australian Voter Lists
- Public Family Trees can be useful but be aware they are often incorrect so be sure to crosscheck any information

Explore Ancestry

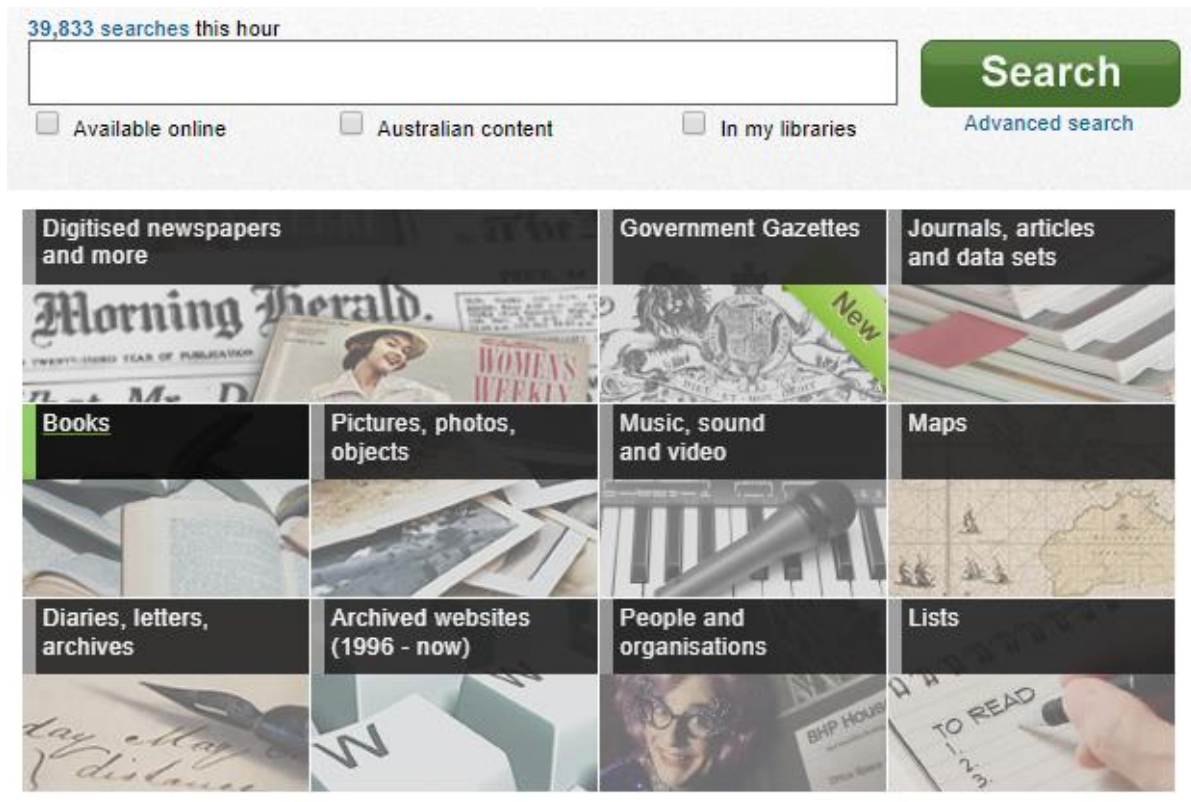
Explore what is available but easily missed:

- Full Hamburg emigration lists
- Dictionary of Biography is available
- The *Illustrated London News* is searchable by name
- Check New Collections for recently added/updated collections

Trove: free, simple, accessible, online

What is Trove?

Trove is a searchable growing repository of full text digital resources. Trove is made up of eleven zones. The zones group together similar types of content <http://trove.nla.gov.au>. You can receive results from a search in all zones simultaneously or search each zone individually.



How is Trove useful in family history research?

- Helps you locate and use resources like newspapers, government gazettes and images
- Links directly to previously unsuspected or inaccessible details
- Provides clues to areas for further research, e.g. court records
- "Fleashes out" our knowledge of individual family members

Digitised newspapers on Trove

Digitised newspapers make up the largest of Trove's collections, enabling access to over 18.5 million pages from more than 1000 Australian newspapers. Newspapers range from 1800s to 1954 (outside copyright), as well as a number of newspapers published after 1955, where an agreement has been reached with the publisher. Each state library contributes titles. There is no charge.

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Search Strategy

Select “Digitised newspapers and more” from Trove home page.
Click on “Adv” to select advanced search

Search articles for

| | | |
|----------|----------|-----|
| Keywords | Q Search | Adv |
|----------|----------|-----|

Advanced search provides many options: Select by state, title, date range, newspaper item category, number of words, with or without an illustration, date/relevance order. Even after your search you can refine by many of these choices.

Advanced search - Digitised newspapers and more

Enter search terms in at least one of the fields below

| | |
|---------------------|----------------|
| All of these words | Corubia Barney |
| The phrase | Moreton Bay |
| Any of these words | |
| Without these words | |

Limit your results to (optional)

Search Scope
Limit keywords to only match in the field(s) selected

- Search anywhere in article (including tags and comments)
- Search any words in article (including tags and comments)
- Search headings only
- Search headings, author or 1st 4 lines (news articles only)
- Search captions only

Publication Date
Return only items published between dates (yyyy-mm-dd)

1846-01-01 - 1846-12-31
From pub date - to pub date

Places and Titles
To search all newspapers, do not make a selection

Only show titles in the list below that... [SHOW FILTERS]

- National - 3 title(s) [SHOW TITLES]
- ACT - 8 title(s) [SHOW TITLES]
- New South Wales - 450 title(s) [SHOW TITLES]
- Northern Territory - 8 title(s) [SHOW TITLES]
- Queensland - 97 title(s) [SHOW TITLES] **87 selected**
- South Australia - 134 title(s) [SHOW TITLES]
- Tasmania - 104 title(s) [SHOW TITLES]
- Victoria - 362 title(s) [SHOW TITLES]
- Western Australia - 143 title(s) [SHOW TITLES]
- International - 1 title(s) [SHOW TITLES]

Article Category
Return only items in these categories

- Article
- Advertising
- Business Cards, Lists, Guides
- Family Notices
- Literature
- ...

Article Length
Limit responses to articles of a particular length

- All
- < 100 Words
- 100 - 1000 Words
- 1000+ Words

Illustrated Articles
Limit to articles with or without illustrations

- All
- Restrict to illustrated articles only
- Restrict to articles without illustrations

Sort Order
Select how you would like your results sorted

By Relevance

Click Search.

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Take note of the options on the right hand side to find information in **other formats** in the same subject. If you don't find what you need, **refine your search**.

Search limited to: clear all
 Place: Queensland
 Dates: 1846-01-01 to 1846-12-31

Search
 Available online Australian content In my libraries [Advanced Search](#)

Refine your results:

- Place: Queensland (3)
- Title: The Moreton Bay Courier... (3)
- Category: Article (3)
- Illustrated
- Decade
- Word Count

Digitised newspapers and more
 Showing: 1 - 3 of 3 [Refine search](#) Sort by: Relevance

THE Moreton Bay Courier. SATURDAY, NOVEMBER 7, 1846.
The Moreton Bay Courier (Brisbane, Qld. : 1846 - 1861) Saturday 7 November 1846 p 2
 Article
 ... THE *Moreton Bay* Courier. SATURDAY, NOVEMBER 7, 1846. The *Cornubia* steamer arrived at the mouth of ... year 1825, before *Moreton Bay* was ascertained by Mr. Oxley that there is anchorage in Bustard Bay ... 801 words
 Tagged as: *Colony of North Australia, Gladstone district early history*
 Text last corrected on 16 August 2016 by DonnaTelfer

THE Moreton Bay Courier. SATURDAY, NOVEMBER 28, 1846.
The Moreton Bay Courier (Brisbane, Qld. : 1846 - 1861) Saturday 28 November 1846 p 2
 Article
 ... THE *Moreton Bay* Courier. SATURDAY, NOVEMBER 28, 1846. PERHAPS no movement that ever had in this ... conveyance to *Moreton Bay*, or the articles only. They are intended for the northern entrance to the Bay ... 3910 words

Government Gazettes
 No results

Books
 No results

Pictures, photos, objects
 No results

Journals, articles and data sets
 No results

Click on the title of the article you wish to view.

Viewing an article

The left hand side will present the article's electronic text (this text can be corrected). The key words used in the search (Cornubia, Barney, Moreton Bay) will be highlighted.

Tags, Lists & Comments

Tags (2): [Colonies of North Australia](#), [Gladstone district early history](#)

Lists (0)

Comments (0)

Fix this text

Moreton Bay Courier.
 SATURDAY, NOVEMBER 7, 1846.
 The **Cornubia** steamer arrived at the mouth of the river on Wednesday, having on board his Honor Lieutenant-Colonel **Barney**, (late R.E.), Lieutenant-Governor and Superintendent of North Australia, A. C. G. Darling, Captain Perry, the Deputy Surveyor-General, Dr. Silver, A. C. Surgeon, forming the Surveying Staff, en route to the new colony. Capt. H. H. Brown also accompanies the expedition. The party visited Brisbane on the following morning, and returned the same

THE
Moreton Bay Courier.
 SATURDAY, NOVEMBER 7, 1846.
 THE *Cornubia* steamer arrived at the mouth of the river on Wednesday, having on board his Honor Lieutenant-Colonel **Barney**, (late R.E.), Lieutenant-Governor and Superintendent of North Australia, A. C. G. Darling, Captain Perry, the Deputy Surveyor-General, Dr. Silver, A. C. Surgeon. forming the Surveying

Image viewer

Magnify or reduce the size of the article

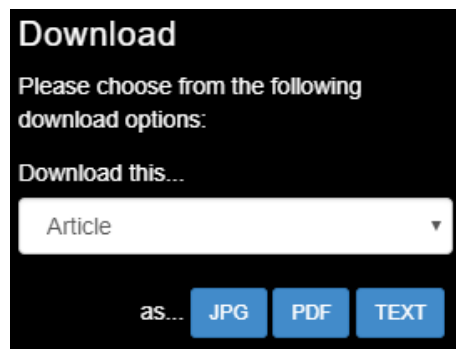
Rotate the article view

Move the article view around the screen

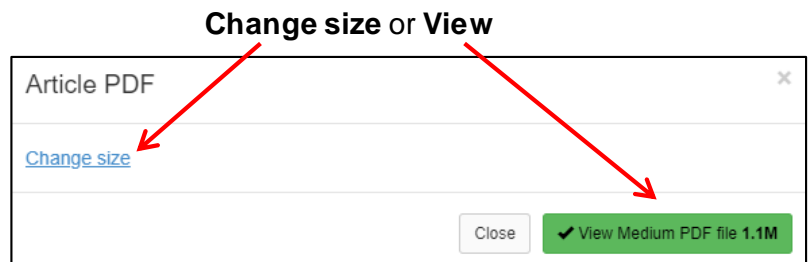
Left click and drag the mouse to move the article around or use the box on the bottom right screen to move around the page.

Print an article

To print select the **Download icon**  on the left side of text.



Select JPG, PDF or TEXT.



After the article opens use the save or print functions in your browser.

Targeted search: particularly important with common words or names

| | |
|---------------------------------|---|
| “phrase” | Use double quotation marks for phrases e.g. “ship Chyebassa” |
| (brackets) | Search for words in any order e.g. names (Henry Jordan) |
| AND, OR, NOT(-) | AND is default. Can use - sign instead of NOT. e.g. Convict AND (“Moreton Bay” NOT Brisbane) Convict AND (“Moreton Bay” -Brisbane) |
| fulltext: | Limit to specific term. Trove default searches for word stems, e.g. “May” also searches “mayflower” and “maybe”. “text:May” searches for just “May” |
| ~ near | Set maximum number of words between terms within quotation marks e.g. “Chyebassa ship”~3 – will have no more than 3 words between them |
| * wildcard | Use to widen a query. Use at least 3 letters before * and space after. e.g. Chy* ship* |
| Date:[xxxx TO xxxx] | Set date range to search e.g. date:[1920 TO 1930] |
| Use a form of address/initials: | Mrs May, Mr Black with phrase, near search or fulltext. |

Search tips

- Use words in your search which are:
 - the most distinctive e.g. Rev for a minister of religion
 - those most associated with your search e.g. Chyebassa ship
 - forms of the time: Mrs J Wood rather than Elizabeth Wood; J E Wood rather than Jim Wood when a name is associated with a formal role. Be aware of variations of someone’s name.

- Search beyond the specific place and/or state where an event occurred. If the matter is of high interest or there is a lack of news it may be reported in unexpected places.
- Be aware of the newspaper conventions e.g. a death might be reported under local and general or in the obituary column.
- Use a wide time frame e.g. a shipwreck in April 1865 might not be reported until the following month. Death notices might not appear until 2 months after the wreck.

Why is my search unsuccessful?

- Incorrect reporting e.g. Thomas Heffernan reported as Thomas Effort
- Missing or damaged newspapers.
- Newspapers have been scanned from microfilm of the originals, not the original paper version. Resulting problems include:
 - bound newspapers causing words to be distorted or disappear into the gutter of the binding.
 - poor quality paper causing “bleed through” from the other side of the page.
 - variable brightness and text clarity over a page
- Optical character recognition (OCR) has been used to reproduce the text on the left side of the page. Specific issues cause problems:
 - particular letters, dropped/upper case capitals, symbols
 - hyphenated words at the end/beginning of lines
 - poor print quality.

Help

- Use the Trove help centre: <http://help.nla.gov.au/trove/using-trove>
- See article “Newspaper Masterclass with Sue Reid” ...
<https://www.tracesmagazine.com.au/2013/06/newspaper-masterclass-with-sue-reid-from-queensland-family-history-society/>
- State Library of Queensland has the most extensive collection of newspapers for the state.
 - It extends beyond the collection on Trove and beyond 1954 to a current collection.
 - The newspapers are available on Level 3 on microform, online and in paper format.
- Place a request via Ask Us at the State Library of Queensland
<http://www.slq.qld.gov.au/services/ask-us>

Trove: tags, lists and more

Tags

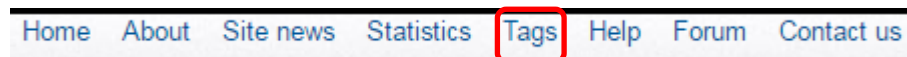
Tags are keywords or labels that can be added to items in Trove such as newspaper articles, books, or images.

They can be anything like a description of a topic, place, event, or person to a way to collect your research. Tags are a way to make searching more meaningful.

To access all items related to a tag, just select the tag from wherever you see it linked.

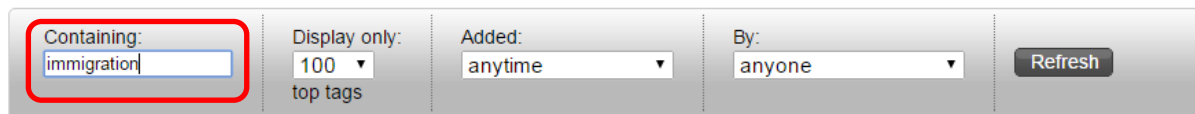
Search Tags

Click on *Tags* at top right of screen within Trove



Click in the box under *Containing*, type in a word. Wait to see what tags come up. When you click on a particular tag you will see all items that have the same tag.

Display options

A search filter panel with the following fields: 'Containing:' with a text input containing 'immigration' (highlighted with a red box); 'Display only:' with a dropdown menu set to '100 top tags'; 'Added:' with a dropdown menu set to 'anytime'; 'By:' with a dropdown menu set to 'anyone'; and a 'Refresh' button on the right.

Lists

Lists enable you to link different items together i.e. images, books, newspaper articles

They can be used to organise your own research, link favourite resources together or create lists which you think can be helpful or useful for other people.

Search Lists

Publically available lists can be accessed in two ways:

- Through the *Lists* tile on Trove home page [bottom right corner]. Click on the text *Click here to view all lists available* (<http://trove.nla.gov.au/list/result>)
- Or enter your keywords into the search box to locate a list then click on the *Lists* tab
- Examples of lists used for a for book club, a virtual exhibition, or National Library of Australia curated lists can be found at <http://help.nla.gov.au/trove/using-trove/creating-contributing/lists>

Comments

Comments are added by Trove users to help provide relevant information such as:

- provide additional information about an item
- add information about events related to item
- provide links to related items in Trove

Although there is no specific search, they will show up within search results.

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Creating and adding tags, lists and comments

For best results create a User account or login to your User account. [Top right corner]

Books / Journals, articles and data sets/ Pictures, photos, objects

- Located at the bottom of the page under *User Activity*.
- Click on *Add a tag* next to Tags, Lists or Comments to open the box to add your text.
- With lists you can tick in box to add to an already created list or click in the box to make a new list, and name your list

[Public – anyone can see, Private – only you can see when you're logged in]

The screenshot shows the 'User activity' section with three main panels:

- Tags:** Includes a radio button for 'Public' (selected) and 'Private'. A text input field contains 'e.g. test cricket, Perth (WA), "Parkes, Henry"'. Below it, instructions state: 'Separate different tags with a comma. To include a comma in your tag, surround the tag with double quotes.' There are 'Add a tag' and 'Cancel' buttons.
- Lists:** Starts with 'Be the first to add this to a list'. Under 'Available lists', there is a checkbox for 'William Charles Jeffrey'. Below that, an option to 'or make a new list' is checked, with a text input field containing 'Doecke family history'. There is also a 'Describe your list (optional)' field and 'Public'/'Private' radio buttons. At the bottom, a section for 'Reason for adding this item? (optional)' has a text area and 'Add to list'/'Cancel' buttons.
- Comments and reviews:** Starts with 'No user comments or reviews for this version'. Under 'Add a comment', there are 'Public'/'Private' radio buttons and a large text area for 'Your comments'. At the bottom, there is a 'Rate this version' dropdown set to 'no rating' and 'Add comment'/'Cancel' buttons.

Digitised newspapers / Government gazettes

[Located to the left of the original text / digitised image.]


The screenshot shows a sidebar titled 'Tags, Lists & Comments' with three main sections:

- Tags (0):** Includes a text input field 'Type your tag here...', a 'Keep my tag private' checkbox, and 'Cancel'/'Save' buttons.
- Lists (0):** Includes a search icon, a '+ list' icon, a checkbox for 'William Charles Jeffrey', a text area for 'Reason for adding this item? (optional)', and 'Cancel'/'Save' buttons.
- Comments (0):** Includes a text input field 'Type your comment here...', a character count '4000 of 4000', a 'Keep my comment private' checkbox, and 'Cancel'/'Save' buttons.

Red arrows point to icons in a vertical sidebar on the right: a globe icon (World), a tag icon (Tag), a list icon (List), and a speech bubble icon (Comments).

Click on *World icon* to view all 'Tags, Lists & Comments'

Click on *Tag icon* to see just 'Tags' then click on *Add* to open text box to add tag. Click on *Save*.

Click on *List icon* to see just 'Lists'. Click on *Add* to open text box. Select existing list or create a new list by clicking on  and type in new name. Click on *Save*.

Click on *Comments icon* to see just 'Comments'. Click on *Add* to open text box to add a comment. Click on *Save*.


Text corrections

Only available with the Digitised newspapers and Government gazettes sections

- Help improve the accuracy in searches of the newspapers and gazettes.
- Provide better transcription printouts of an article's text.

Transcription appears to the left of the original document, and should match the text as originally published.

Some guidelines to follow:

- Where words are misspelt, correct spelling should be added as a comment. This is to ensure that the transcription reflects the spelling of the time.
- Exceptions include M' becoming Mc; obviously missing letters, minor errors where the same word has been spelt correctly elsewhere in the article.
- Punctuation and capitalisation as it appears in the original, including hyphens.
- Text can be added or removed using the  tool.
- A selected set of Special Characters can be added using the 'Insert Symbol' menu e.g. adding £ symbol

For further information see the Trove help page

<http://help.nla.gov.au/trove/digitised-newspapers/text-correction-guidelines>

Additional information

- A person does not have to be logged in to add a tag or comment.
- You can only delete a tag, list or comment that you have created, if you were logged in at the time of its creation.
- Be consistent with a tag by copying a tag you wish to repeat and paste it where next required
- To view tags, lists, comments, and text corrections you have created, login and click on your Username when it appears at the top right corner of the screen.

Need further information?

(07) 3840 7810 | <http://www.slq.qld.gov.au/services/ask-us>



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