

## FOCUS ON

# Helpful Hacks

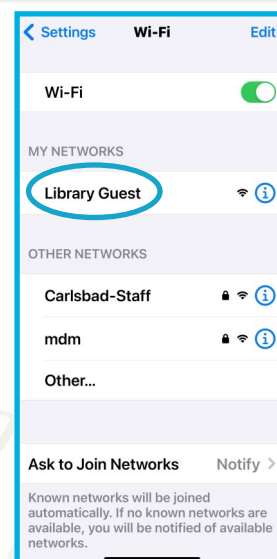
Tips and tricks to get the most out of the library's resources

This Focus On session will provide you with some basic skills and helpful hacks to use when working with genealogy resources available through the Carlsbad City Library



Joining city Wi-Fi on your own device:

- At any Carlsbad City Library location, select the **Library Guest** network for instant access to all eResources and databases. No password is needed.
- At *all other* city locations (City Hall, Faraday Center, etc.), you can select the **internet** network but will need to log in with your Carlsbad City Library card to access most databases (some are only available at Carlsbad City Library locations).



## Computer basics refresher:



**COPY**



**PASTE**



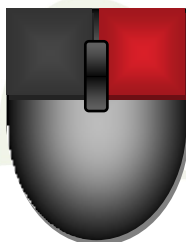
**PRINT**



**FIND**



**UNDO**



Use right button for extra options like:

- Open in a new tab/window
- Print
- Save/copy a link



Make use of the scroll wheel

- **DON'T CLICK IT**, just scroll up and down
- Hold down **Ctrl** while scrolling to zoom in and out

# Searching with Wildcards

Wildcards are special characters that allow you to create a broader or “fuzzier” search.

## Search

First & Middle Name(s)  
John

Last Name  
Sm?th\*

☐ Exact...

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

Birth Year  
1918  
✓ +/- 5 yrs

**Search** Show fewer options

NAME: John W. Smith  
BIRTH: abt 1916 - Brooklyn, New York, USA

NAME: John P. Smythe Jr.  
BIRTH: 21 Feb 1916 - New York  
DEPARTURE: Plymouth

NAME: John Abram Smithers  
BIRTH: 20 Jun 1915 - New York  
DEPARTURE: Southampton, England  
ARRIVAL: 20 Sep 1933 - New York, New York

NAME: John J. Smyth  
BIRTH: 16 Dec 1914 - New York, New York, USA  
ARRIVAL: 20 Jan 1960 - Miami, Florida, USA

## How to Use

To expand your search, try replacing letters in a name or keyword with

? or \*

? replaces ONE letter

Joh?ns?n would find:

Johanson, Johansen, Johonsen, etc.

\* replaces ZERO or MORE letters

Joh\*ns\*n would find:

Johnson, Johansen, Johnsun, Johansson, Johansson, etc.

 Remember:

- You can use multiple wildcards and combine wildcards
- Any use of the asterisk requires at least two non-wildcard characters

# Viewing, Printing, Saving and Sharing Records in Ancestry Library

From a record display page, you can share or print the indexed record information.

**Donald J Detwiler**  
in the 1940 United States Federal Census

**Detail** Source Discover

Name	Donald J Detwiler [Donald Johnson Detwiler]
Age	48
Estimated Birth Year	abt 1892
Gender	Male
Race	White
Birthplace	Michigan
Marital Status	Married
Relation to Head of House	Head
Home in 1940	Oceanside, San Diego, California
Map of Home in 1940	Oceanside, San Diego, California
Street	First
House Number	No
Farm	No
Inferred Residence in 1925	Cheyogan, Cheyogan, Wyoming

**Send Your Find Home!**  
Enter your email address and we will send you a link to your personalized Discovery Page where you can view and download all of the great finds you make while here.

**Send document**

**Send email** or Cancel

**My Discoveries**

Donald J Detwiler  
1940 United States Federal Census  
Residence 1940: Oceanside And T...  
First Name: Donald J Detwiler

**Download Image**  
Printer Friendly

**Download Image**  
Printer Friendly

**1940 United States Federal Census for Donald J Detwiler**

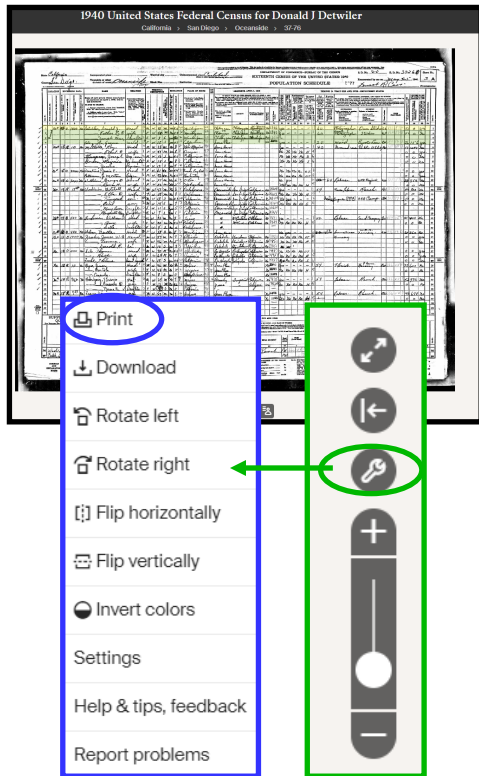
Click **Send document** to receive an email containing a link to a page with all of your found records.

At home, click the **Printer Friendly** link to open the record, which can be printed using the Ctrl+P shortcut.

Click the **Download Image** button to see the original record and get additional options to print and save the image.

# Printing and Saving Ancestry Census Records

From the original document view page:



## PRINTING

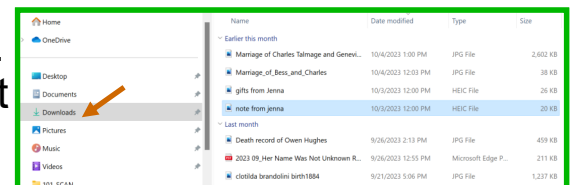
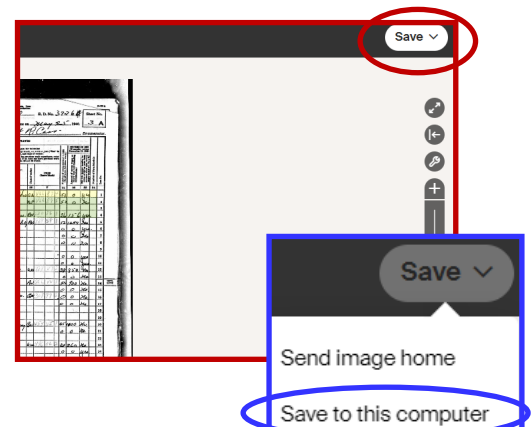
- Click the **Tools** button on the menu to the right
- Click **Print** - you have the option to print the indexed data along with the image
- Click **Continue** to preview and print
- Select **Landscape** layout to make the image fill more of the page.
- Click the blue **Print** button



**TIP:** under **More Settings** you can adjust the scale to make the image fill even more the page.

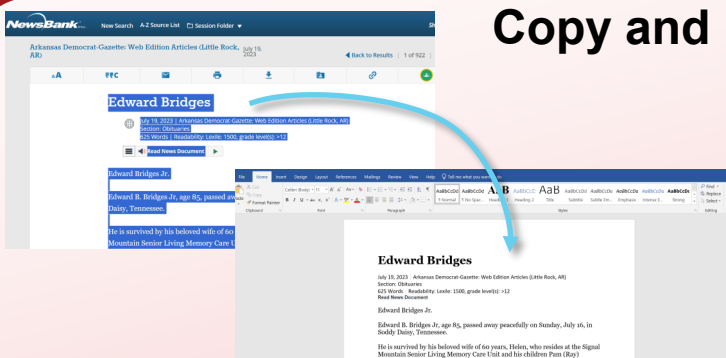
## SAVING to USB

- Click the **Save** button in the top right corner.
- Click **Save to this computer** - the file will save to Chrome's download folder and display at the bottom left or top right corner of the browser window.
- Click **File Explorer** on the bottom taskbar; click on **Downloads**. Find and rename the file.
- Click, hold and drag the renamed file to the left and into your USB drive.



## Copy and Paste Text

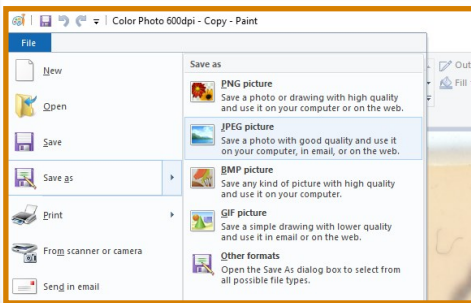
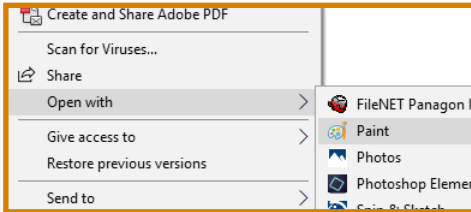
Make the most of text-only databases such as *America's News* by using **Ctrl** **C** to copy selected text and **Ctrl** **V** to paste it where needed.



# Converting Scanned Images



When using library scanners, we recommend that you create high quality images in the TIFF file format, but many websites require that such files be smaller and in a compressed format—such as JPEG. You can use the **Microsoft Paint** program to convert image files to make them suitable for uploading and sharing.



**TIP: Create a copy of your original file to make any edits (just in case) by selecting the file and pressing**

**Ctrl C and then Ctrl V**

Open the new file by **RIGHT CLICKING** and select **Open with > Paint**

In Paint, Click **File > Save as > JPEG picture**

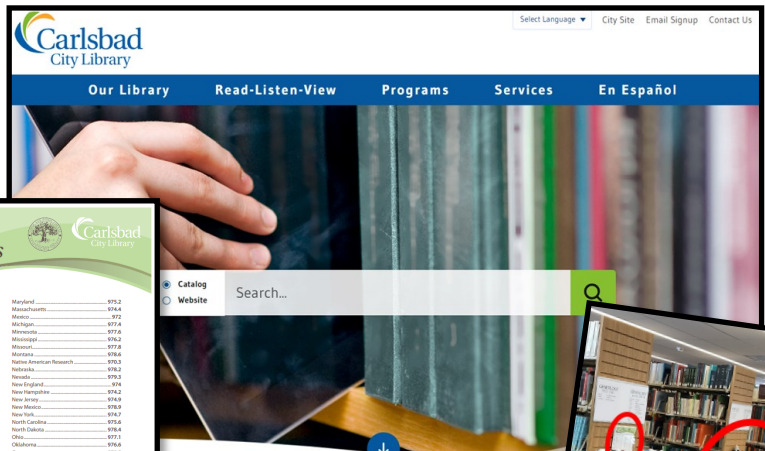
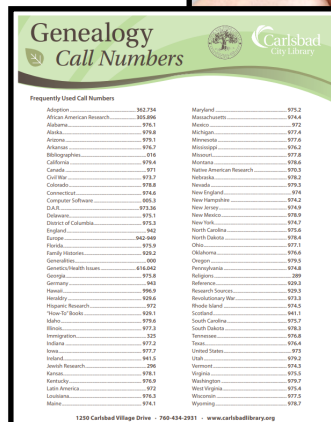
Be sure to save the file in the same location as the original so that you can easily find it.

## Making the Most of Books & Periodicals in the Genealogy Collection

The Georgina Cole Library has one of the largest genealogy collections in the state of California! There are several tools to help you make the most of this amazing resource:

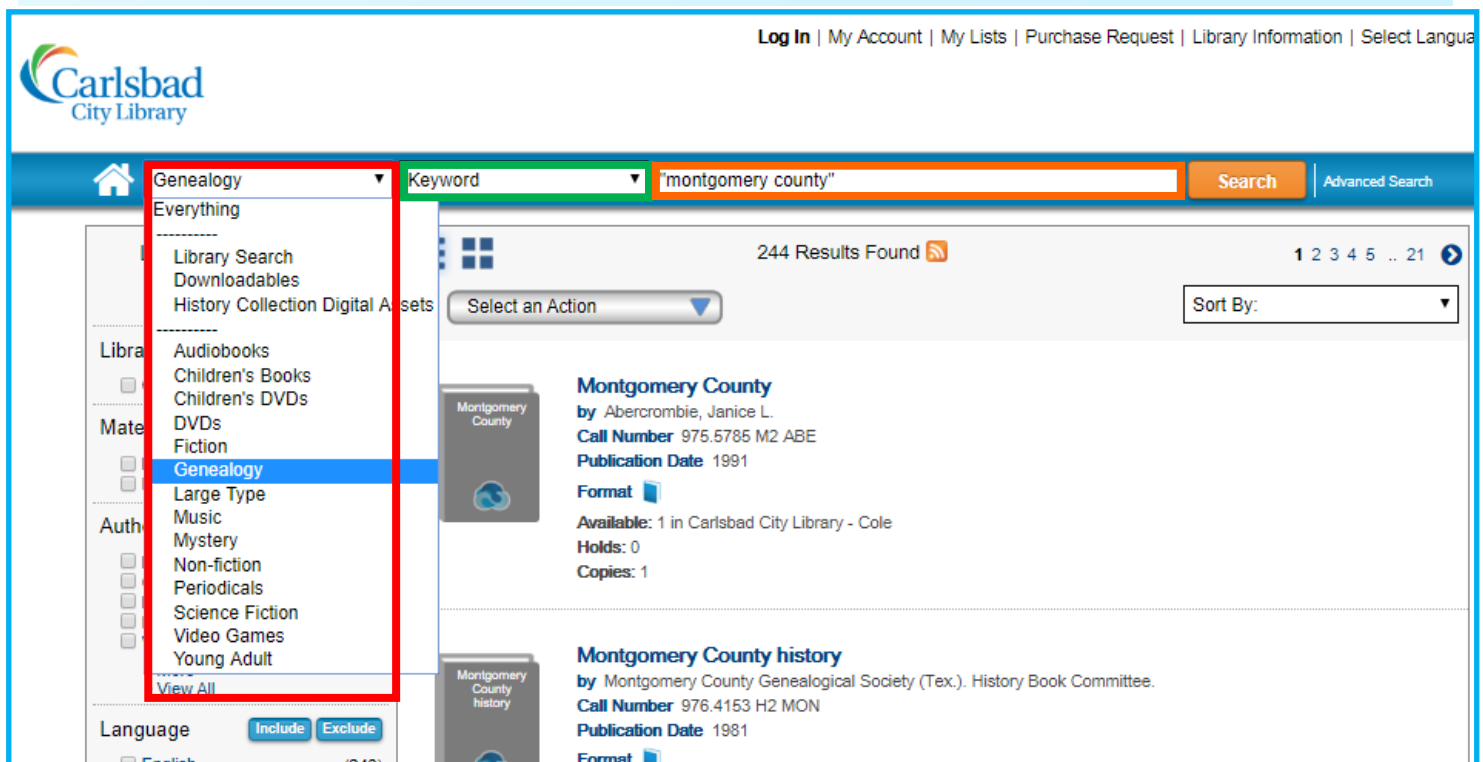
- County call number book
- Call numbers handout\*
- User guides
- Online catalog\*
- Friendly staff!

\* available on the Genealogy page at [library.carlsbadca.gov](http://library.carlsbadca.gov)



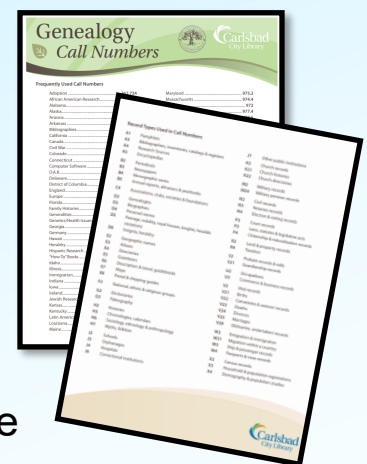
## Using the Online Catalog

Information about all the books in the genealogy collection at Cole Library is available through the **online catalog** on the library's webpage (library.carlsbadca.gov). To keep your results specific to genealogical materials, choose **Genealogy** on the first dropdown menu. Searching by **Keyword**, put your **search** in the third box. To get more specific results, put your search in quotes. Try searching "Montgomery County" or "Virginia Wills" or "probate." You can also search record types such as "S2" or a county's call number, such as "975.5785" (use quotes around record types or call numbers for best results). You can also combine search terms in the search box such as "S2" Virginia to find wills for Virginia.



## Browsing the Shelves

When browsing the shelves, you can use the *County Call Number* book and the *Call Numbers & Record Types* handout to get a quick handle on the content of books just by using their call numbers. Books are cataloged to sit on the shelf alongside other books in the state or county to which they pertain. For example, 975.5 V2 are vital records for Virginia and 975.5 V25 are (the more specific) marriage records for Virginia.





# Accessing Library Databases Remotely (from home)

The following databases are available remotely with your Carlsbad City Library card:

**America's Historical Newspapers \* America's News \* American Ancestors \* Archives Unbound  
Fold 3 \* Heritage Hub \* Heritage Quest \* Newspapers.com Library Edition**

To access these subscriptions, enter [library.carlsbadca.gov](http://library.carlsbadca.gov) in the URL bar of your internet browser. On the library's homepage, hover over the **Services** tab and select **Genealogy Services** from the drop down menu. Click on the **eResources** tab and click the link for the database you're interested in. The link will take you to a **login** page where you will enter your 14-digit library card number (no spaces).



[Our Library](#)[Read-Listen-View](#)[Programs](#)[Services](#)[En Español](#)

Computers & Related Services

Exploration HUB

+ Information Services

- Lifelong Learning

Bilingual Services

+ Career Online High School

eResources

- **Genealogy Services**

Focus On Class Registration

Homework Help

Literacy Services

+ Meeting Spaces

Chapters Café

+ Materials Delivery

+ Additional Services

Additional Genealogy Resources

[California Digital Newspaper Collection](#)  
- contains over 1.5 million pages of significant historical California newspapers published from 1846 to present.






[Find a Grave](#) - Look for burial and other final disposition information for family, friends and famous people.

[JewishGen](#) - Access tens of millions of records related to Jewish genealogy.

[Periodical Source Index \(PERSI\)](#) - PERSI is the premier subject index for genealogy and local history periodicals with more than 3 million citations. Produced by Allen County Public Library.

Services » Lifelong Learning »

## Genealogy Collection, Programs and Services

[Print](#)[Feedback](#)[Share & Bookmark](#)Font Size:  

Genealogy is one of the most popular hobbies in the United States. It's a way to discover your heritage and document your family's story. The Genealogy & Carlsbad History Division offers a wealth of resources to help you trace the roots and history of your family.

### Genealogy on "the Mezz"

Georgina Cole Library is home to one of the largest genealogy collections in Southern California. This collection, located on the Georgina Cole Library mezzanine, is made up of print, microform and digital resources. Most of our digital resources can be accessed remotely. The mezzanine also includes a computer lab plus scanners to help you view, capture and preserve items related to your family history.

Print & Microform Collection

**eResources**

Computers & Scanners

#### Genealogy eResources

The Carlsbad City Library subscribes to nine genealogy databases:

- [America's Historical Newspapers](#) - Search and browse more than 1,100 historical American newspapers published across three centuries. Available at all Carlsbad City Library locations and **remotely to Carlsbad City Library cardholders**.
- [America's News](#) - Explore and stay informed on local and national topics, people and events in areas such as business, health, education, jobs and careers, political and social issues and more. Available at all Carlsbad City Library locations and **remotely to Carlsbad City Library cardholders**.
- [American Ancestors](#) - Maintained by the New England Historic Genealogical Society, the American Ancestors database contains over one billion records with specialized coverage of the northeastern states. Available at all Carlsbad City Library locations and **remotely to Carlsbad City Library cardholders**.
- [Ancestry Library Edition](#) - **Onsite only**. Easy to use with an enormous collection of international resources, Ancestry Library Edition delivers the world's most popular genealogy website to users. Remote access ended December 2021.
- [Archives Unbound](#) - Topically-focused digital collections with primary sources documenting World and US History, including records relevant to genealogy research. Archives Unbound is available at all Carlsbad City Library locations and **remotely to Carlsbad City Library cardholders**.
- [FamilySearch](#) - **Onsite only**. Search for worldwide genealogical records and create a family tree. FamilySearch offers over 6 billion searchable names and 2 billion images of historical genealogical records, with over 300 million free records and images added annually.
- [Findmypast](#) - **Onsite only**. Findmypast contains genealogical records from England, Wales, Ireland, Scotland, the United States and smaller record sets from around the globe. They provide the largest online collection of Irish records and parish records. They are also the exclusive providers of the 1921 Census of England & Wales. Available onsite only at the three [Carlsbad City Library locations](#). Courtesy of the [North San Diego County Genealogical Society](#).
- [Fold3](#) - Featuring records documenting military history, Fold3 provides access to international resources related to armed forces, in addition to naturalization records and city directories, and is available at all Carlsbad City Library locations and **remotely to Carlsbad City Library cardholders**.
- [HeritageHub](#) - Obituaries and death notices starting from 1704 from thousands of newspapers across the United States. Available at all Carlsbad City Library locations and **remotely to Carlsbad City Library cardholders**.
- [Heritage Quest](#) - Access to primary sources including census records, city directories, seven million pages of genealogy books and the Library of Congress Photo Collection. Available in the Library and **remotely to Carlsbad City Library cardholders**.
- [Newspapers.com Library Edition](#) - Over 85 million digitized pages, dating from the early 1700s to the early 2000s, are available in the library and **remotely to Carlsbad City Library cardholders**.