

<http://www.free-genealogy.org.uk>

How to search for records using family search website

At the top of the Homepage **Click** on the **search records** tab. A dropdown menu appears. Now click on the **advanced search option** and the following input options will appear.

Type in a **first name** and **surname**, and the **Father's** and **Mother's first names**.

Click on the arrow next to event and **click event type**

Enter the year of the event and **Click** the **arrow** next to year range.

Choose the years to search.

Click the **arrow** next to **country** and Scroll to country of your choice.

Click search.

You will be sent to another page which will have up to **four** sections in it, which you scroll through in the following order.

- 1 Ancestral File
- 2 Census (1881 only)
- 3 International Genealogical Index
- 4 Pedigree Resource File

At the end of each of these sections, if it says matches over 25; **click** this line and it will show you if there is any more matches.

Searching in section 1 Ancestral File

If you find a possible relative, **click** on that person's name. This will open another page showing that person's name go to the right side of the page and **click** on pedigree. This will open a full pedigree researched by the submitter of this information. (**click the browser back button once**). This will send you back one page.

If you want to contact this person, **click** on the word details to the right of the word 'submitter'. You must check the accuracy of the information supplied.

(click the browser back button until you go back to home page)

Searching in section 2 census (1881 only)

If you find a possible relative left **click** on their name. This will send you to another page; on the top right of this page **click household**. This will show all who lived with that person in 1881

(click the browser back button to go back to the homepage)

Searching in section 3 international genealogical index

If you find a possible relative, **click** on the person's name. You will be sent to another page, which will give you the parents. At the bottom left on most records you will come across a batch number, such as C01386336 and a source call number, such as 674322; always record these numbers. **Click** on the batch number. You will be sent to another page that will be much like the first page where you entered information. This time enter the persons' surname, father's first name, mother's first name and the event but this time the exact year for the entry you found and the year range – 20 years. Enter the country, and the county you found the record in but do not fill in serial number and film number.

Click search this sends you to a set of records, which may list the brothers and sisters for your relative the **C** number relates to a set of christening records from a particular parish church and all the family may have been christened there. **Click** on a name to view the parents' names. (Please do not assume they are related. There was often more than one couple named i.e. John Smith and Mary and there is no guarantee these children all belong to the same parents i.e. your relative).

You must check the accuracy of this information.

(Click the browser back button until you are back to the home page)

Clicking on the source call number will send you to a page, which tells you the years' records and which church these records were transcribed from. This may be useful, if at sometime you wish to visit the church where your ancestors were christened, married or buried.

(Click the browser back button until you are back to the home page)

Some records at the bottom of the page instead of the batch number and source call number, may say submitted record. Again, record the

numbers. You may be able to order a film from the local family history centre to see who researched this work.

Searching in section 4 pedigree resource file

If you find a possible relative, **click** on their name.

This will open a page which will give the person, spouse and parents' names. **Click** on any name to see, that person's parents.

This will also give the person who researched this work.

You must check the accuracy of this information.

(Click the browser back button until you are back to the home page)