**Using the Ancestry.com Card Catalog**

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**[this video describes the now out-of-date-site]**

Q. Should I begin with a Global Search, or use the Card Catalog?

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q. Which is easier, or better. . . more productive?

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Getting Started: log in to Ancestry.com; you’ll land on the Home Page. Note the Search Box – this is the starting point for a Global Search. Ancestry.com has over 12 billion records contained in over 30,000 data bases. There will be times when it’s suitable to start your research this way.

* A more efficient, focused and more direct route is to utilize the **Card Catalog**. Access this by clicking on Search from the Main Menu Bar and selecting Card Catalog. This takes you to a search-able listing of all records available on Ancestry.com
* You should note two things at the outset:

1. the default sort setting is by “Popularity” This is easily changed using the drop down menu.
2. Four filters are in place and available–left hand side of the screen-in order to narrow down your search: Collection; Location; Date; Languages

* Use the Card Catalog whenever you have a specific search goal. You can start with an entry in the Title field alone, add keyword, or do a Keyword search. Results will vary. (my examples – Title: 1790 US Census; Keyword: Ireland) Use the drop-down Menu to resort according to need. You’re able to continue refining and customizing your searches within the Card Catalog.

**Over >**

* Important 1st step: scroll down to read the description of the data base. You’ll then know whether or not what you hope to find is likely to be included. Example: Carroll County, AR – marriage license, 1863
* Tip for viewing a data base; right click and choose open in a new tab.

* Take the opportunity to bookmark useful data bases within your browser. You can also add the URL to the Quick Links section on the Home page.

* Note that the URL for each data base ends in a 4-digit number. You might want to record that as a “note” attached to persons in your tree.
* When you’ve done this, click on Clear All if you want to return to the Card Catalog main screen. (my example: Kansas; Marriage; Date etc.)