

## ***How to access and utilize the Estes Valley Library's Ancestry.com account***

The Estes Valley Library has a free library version of Ancestry.com which is accessible through the library computers only. You cannot log in to this account from your personal computer at home.

Come prepared with your library card and your home email address and password to email search results to yourself. It's also a good idea to have notes on names and dates for your research – the library computer access is limited in time, so any work done in advance will maximize your time on Ancestry.com

- Log in to the computer using your library card number or your full name – no spaces.
- Select a web browser – the “Safari” icon will bring you directly to the Library’s website
  - If you use a different browser, you will then type in the library’s website name, [Estesvalleylibrary.org](http://Estesvalleylibrary.org)
- From the Library’s home page, click on “Resources”. In the drop-down, you will see “Genealogy”, click on this.
- This opens a new page of databases, and within Genealogy, you will see a link to Ancestry.com

Once in the Ancestry.com library version, you will be on a home page with options for searching, printing forms, and a helpful “Getting Started” guide.

If you locate a document on the library’s ancestry account that you would like to save, you have these options:

- Print the document (such as a census report) using the library’s printer at 10 cents/page
- or
- By clicking on “save” you will see an option to “send image home”. Clicking this option will open an email; type your email address and hit send. The image is automatically attached by selecting “send image home”. (Note – at this point you may be asked to confirm your email address and password.)

Close all tabs on the library computer when you conclude your research.

The library also has a lovely family tree poster available. If you would like one, contact Barbara Jo Limmiatis at [bjlimmiatis@estesvalleylibrary.org](mailto:bjlimmiatis@estesvalleylibrary.org)