

## How to Search, Download, and Save Books

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Books can give us much information about our families' daily lives. We can find information specific to our families, and, widening the scope, discover what was going on around them, laws that affected their lives, and their everyday interactions. We can delve into their occupations, religion, social interactions and culture. In other words, we can very often recreate the ups and downs of their lives.

Especially important are family and county histories that contain short bios as well as everything from lists of soldiers from the county who served in the Civil War to voters' lists. Even if your ancestors aren't mentioned in a county history or shown on a map, learning about events that occurred where they lived when they lived there lets you understand the social context in which they lived. And, since families usually traveled together as they migrated, following others who lived nearby can often lead you to your ancestors' former residences. However, don't accept what you read without verifying it. Use family history books and county histories in conjunction with primary or first-hand documents—verify everything you can!

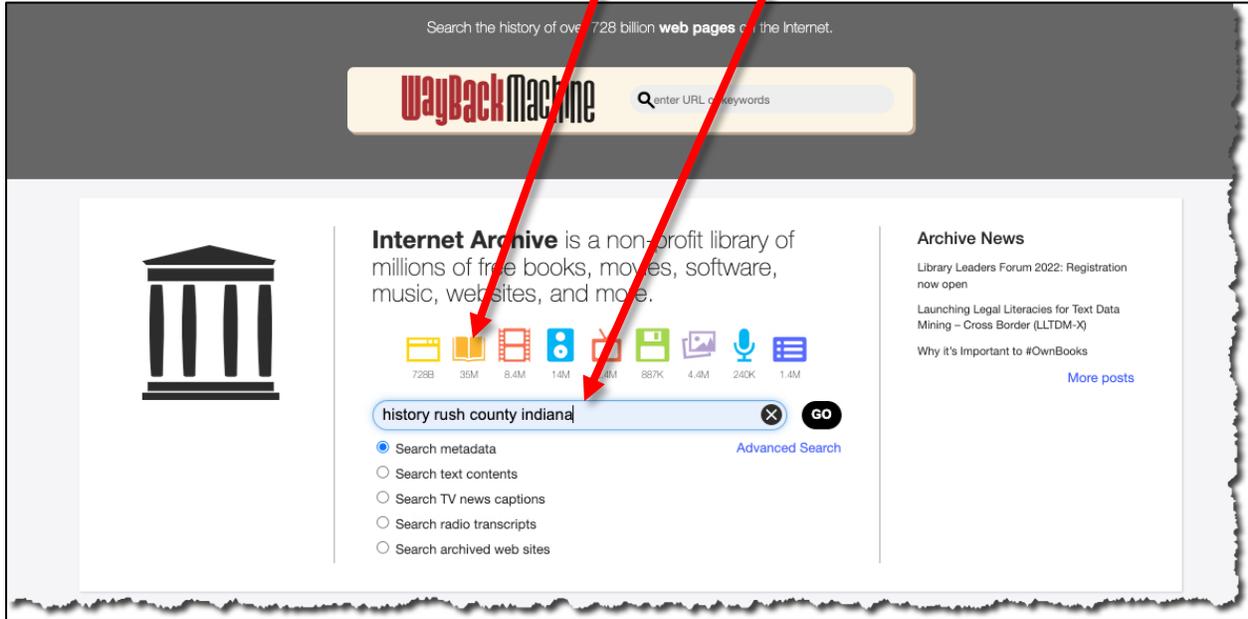
It seems that the bulk of county histories were written near the centennial celebration of Independence. That makes them particularly useful if you coordinate them with the 1850-1880 census and 19<sup>th</sup>-century maps that show landowners. Since these books are out of copyright, tons of them are online courtesy of various digital repositories. Most of the major digital repositories allow you to search, download, and save books you discover. This tutorial will cover just how to do that. Generally speaking, I prefer the Internet Archive and HathiTrust because they nearly always scan their books in color and use OCR to make them searchable. To see specific directions for searching the following repositories, click on it.

- [Internet Archive](#)
- [HathiTrust](#)
- [GoogleBooks](#)
- [FamilySearch Digital Library](#) (sign up for a free account)
- [Ancestry](#)
- [Other Excellent Resources](#): (Genealogy Gophers, Linkpendium, etc.)
- Assorted universities and other organizations have digitized books but they are not included in this tutorial. Search their sites to find whether the books they have scanned are only to be viewed.

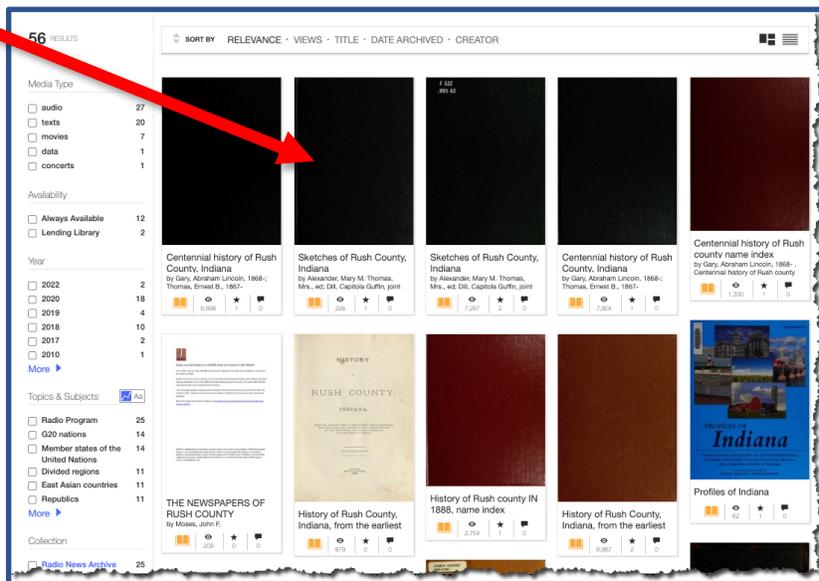
## INTERNET ARCHIVE (<https://archive.org/>)

There are thousands of online books at Internet Archive, with a particularly good collections of county histories.

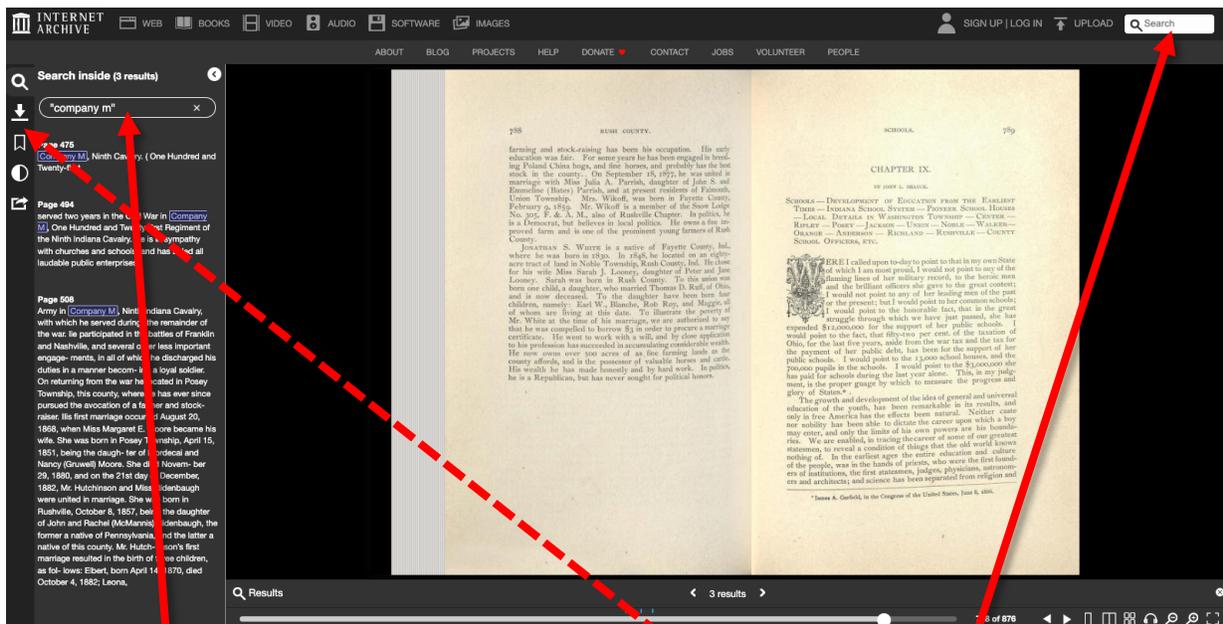
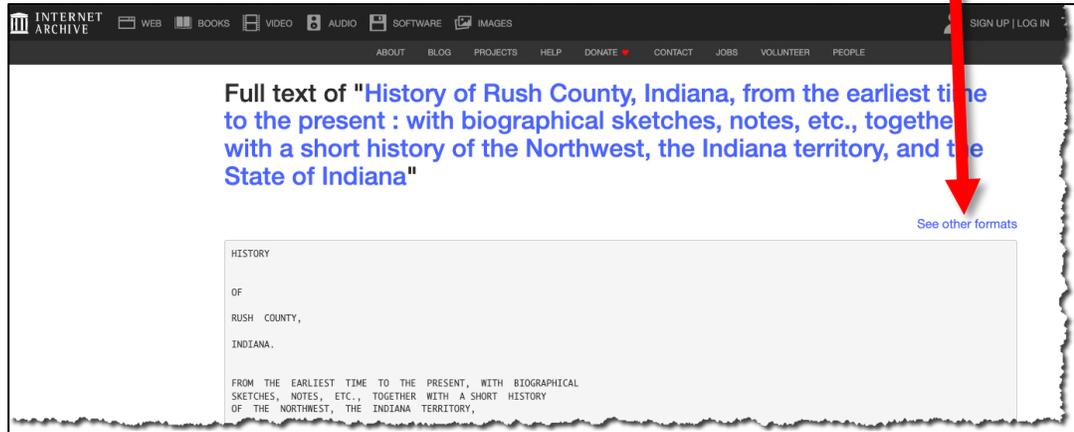
- ❖ **Search:** Locate a book by using the InternetArchive.org search box; for example, a search filtered for “texts” (the book icon) for “history Rush County, Indiana” (without quotes) yields 56 results.



- ❖ Click on the book you wish to read or download.

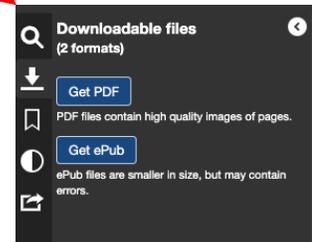


- ❖ After you click on the book image, sometimes a searchable text file appears rather than images of the pages. If you want to see actual page images, click on “See other formats.”



- ❖ Search inside the book for a name or location or feature. The above search for “Company M” (with quotes) produced three hits with a transcription on the left. Click on any transcription to go to the actual page. (Note: the other search box at the top will search all of Archive.org). Use the page slider at the bottom to move within the book or simply click on the page images to go forward or back.

- ❖ Download: To download the entire book, click on the download icon and a box will appear where you can choose “Get pdf” or “Get ePub.” You can also bookmark it, adjust the contrast, or share the book.



- ❖ Alternatively, choose from the list of download options below the book image or just click on the download icon. Choose the option you prefer (pdf works for most people).

## Sketches of Rush County, Indiana

★
📄
🚩

by Alexander, Mary M. Thomas, Mrs., ed; Dill, Capitola Guffin, joint ed; Daughters of the American Revolution. Indiana. Rushville chapter

Publication date	1915
Publisher	Rushville, Ind., Printed by the Jacksonville publishing company
Collection	<a href="#">library_of_congress</a> ; <a href="#">americana</a>
Digitizing sponsor	Sloan Foundation
Contributor	The Library of Congress
Language	English

"Published under the auspices of the Rushville chapter, D. A. R."

"Professional directory of Rushville, 1915": xxxiv p. at end

**Notes**

No contents page.

Call number	7771671
Camera	Canon 5D
Foldoutcount	0
Identifier	sketchesofrushco00alex
Identifier-ark	ark:/13960/t82j6r593
Identifier-bib	00053279466
Lcamid	
Missingpages	
Ocr	ABBYY FineReader 8.0
Openlibrary_edition	<a href="#">OL6581574M</a>
Openlibrary_work	<a href="#">OL7739091W</a>

**6,789 Views**

**1 Favorite**

**DOWNLOAD OPTIONS**

<a href="#">ABBYY GZ</a>	1 file
<a href="#">B/W PDF</a>	1 file
<a href="#">DAISY</a> <small>For print-disabled users</small>	1 file
<a href="#">EPUB</a>	1 file
<a href="#">FULL TEXT</a>	1 file
<a href="#">ITEM TILE</a>	1 file
<a href="#">KINDLE</a>	1 file
<a href="#">PDF</a>	1 file
<a href="#">SCAN FACTORS</a>	1 file
<a href="#">SINGLE PAGE ORIGINAL JP2 TAR</a>	1 file
<a href="#">SINGLE PAGE PROCESSED JP2 ZIP</a>	1 file
<a href="#">TORRENT</a>	1 file



- ❖ Save It! After you download it as a pdf, SAVE it to a folder on your computer!
- ❖ Similar Items: Another function of Archive.org is that it will give you suggestions of similar items in the library—just scroll down to the bottom of the page and those suggestions will appear. Not all of them will be what you want, but you may get lucky! For example, four of the suggestions below the history of Rush County, Indiana, are for histories of the state while the other four are for specific counties. One of those counties (Henry) is adjacent to Rush County. Click on the one(s) you want to explore.

SIMILAR ITEMS (based on metadata)

Indiana : in relation to its geography, statistics, by fisher, richard swainson

419 0 0

Biographical memoirs of Grant County, Indiana : to

782 0 0

History of Henry County, Indiana : together with

821 1 0

Bartholomew County, Indiana tax list, 1843.

188 1 0

Indiana : a redemption from slavery by dunn, jacob platt, 1855-1924.

148 1 0

History of Indiana by dunn, jacob platt, 1855-1924

133 1 0

The People's guide : a business, political and

354 0 0

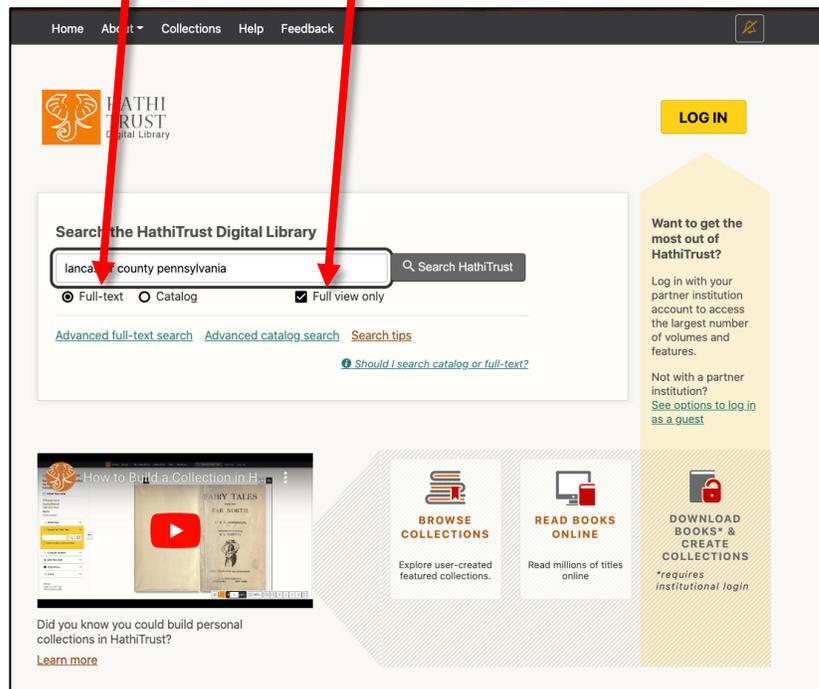
The young people's history of Indiana by cookin, julia stout.

213 0 0

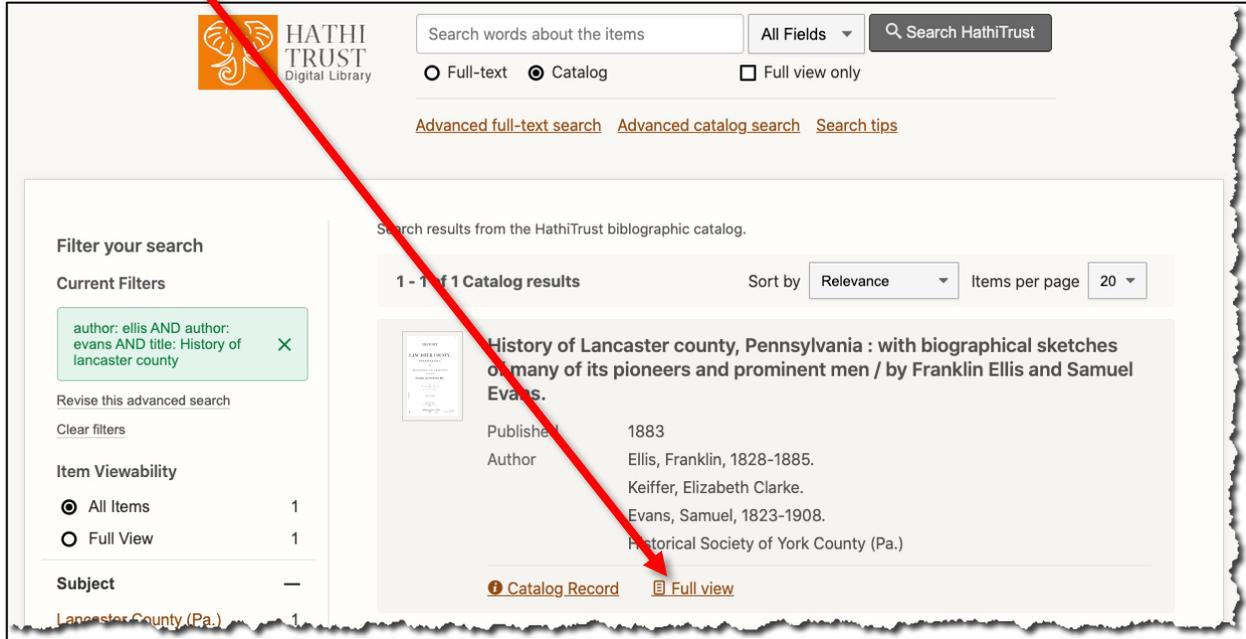
## HATHITRUST (<https://www.hathitrust.org/>)

HathiTrust (pronounced hah'-tee trust) bills itself as a “partnership of academic and research institutions, offering a collections of millions of titles digitized from libraries around the world.” It’s named after the Hindi word for elephant. You will find many of the same books on HathiTrust that you do on Internet Archives, but many times one institution has a book that the other one does not. Most of the county histories and family histories are “Full-view” that you can read but you will find some you can only search; they are labeled “limited (search-only).” You don’t need an account for either of these, but you will only be able to download one page at a time if the book is restricted (digitized by Internet Archive or Google Books, etc., so download from those sites). You can also create a free “guest” account or log in as a member of partner academic institutions. If you aren’t a member of one of the partners, you can establish a University of Michigan “friend” account. See [https://www.hathitrust.org/help\\_digital\\_library#NoLogin](https://www.hathitrust.org/help_digital_library#NoLogin). Once you are logged in, you can create your own collection that will be saved in HathiTrust. See <https://www.youtube.com/watch?v=EfBiKLMEXaE&t=117s> or <https://www.hathitrust.org/>.

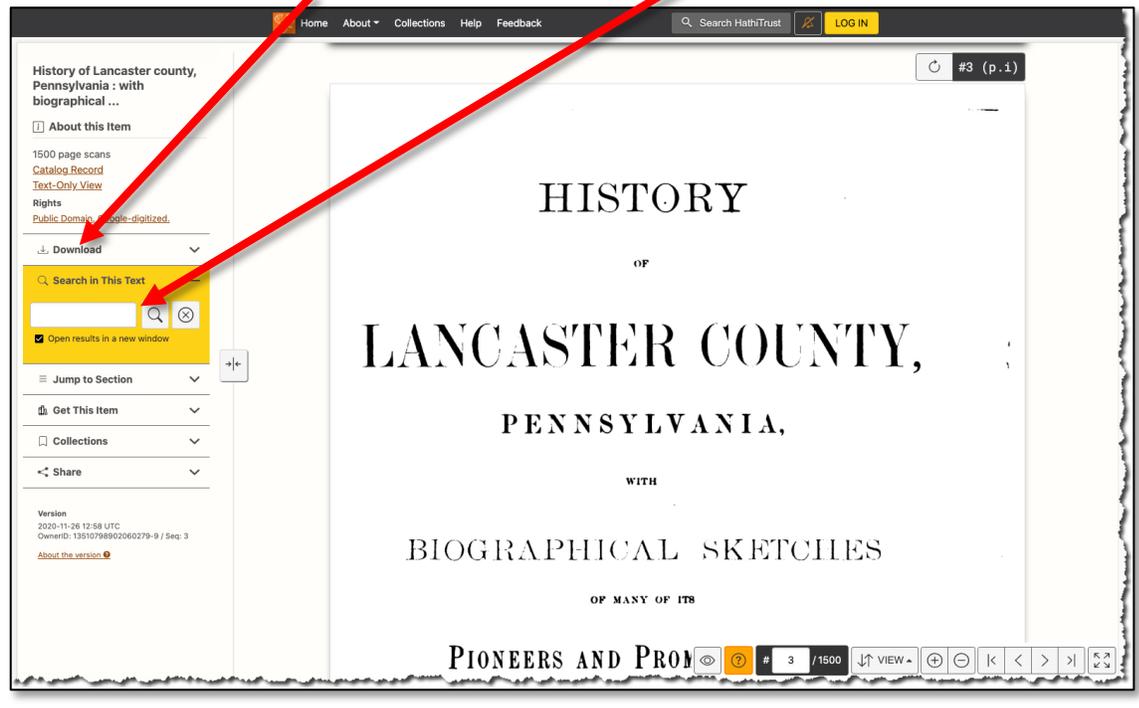
- ❖ **Search:** Locate a book by using the HathiTrust search box; for example, a search filtered for “Full-texts” and “Full view only” for “history of lancaster county pennsylvania” without quotes yields 1,157,963 full-text results. Limiting the same words with quotes filtered by “full-text” but not “Full view only” gives 838 hits including family, church, and cultural histories, as well as a Civil War diary. The same filtered by “full-text” and “Full view only” produces 327 results. To narrow it down further by author or family names, use the advanced search capability.



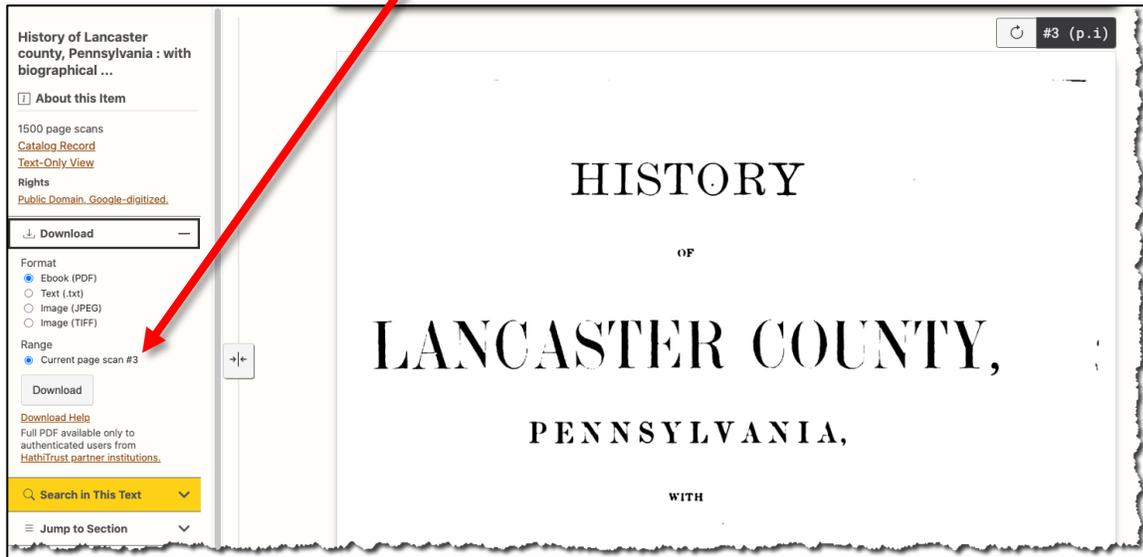
- ❖ Read: If you search for *History of Lancaster County, Pennsylvania* by Franklin Ellis and Samuel Evans using the advanced catalog search, you will get one hit. Click on “Full view” to read the book and see other options.



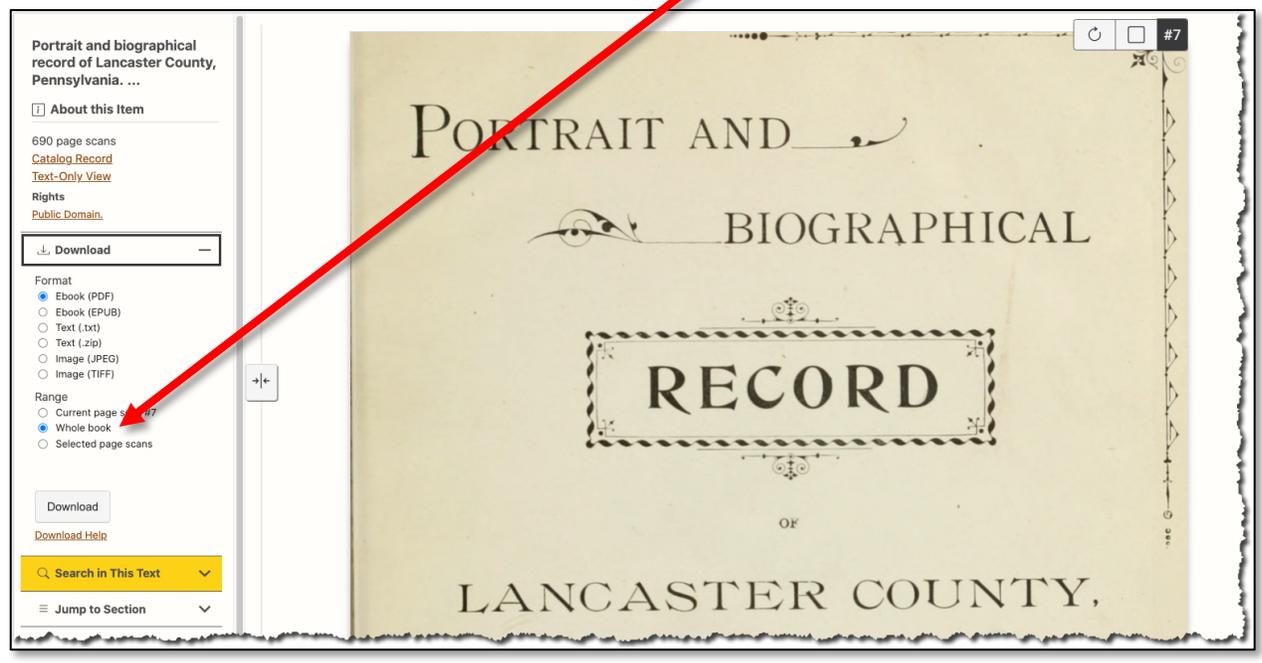
- ❖ Search: Now that the book is open, you can search by any term, with or without quotes, and you can download most books in the public domain.



However, this book is only downloadable page-by-page with a guest account (even as a University of Michigan guest). If you are alumni to one of its partners and can log in through that institution, you will be able to download the entire book. However, a bio in a county history may only be 1-2 pages, so this it not be a drawback if you don't want the entire book, but a full county history will put your ancestor in the context of his neighborhood and the happenings of the day. Sometimes HathiTrust has scans from more than one institution so if one doesn't allow a download of the entire book, click on the next institution.

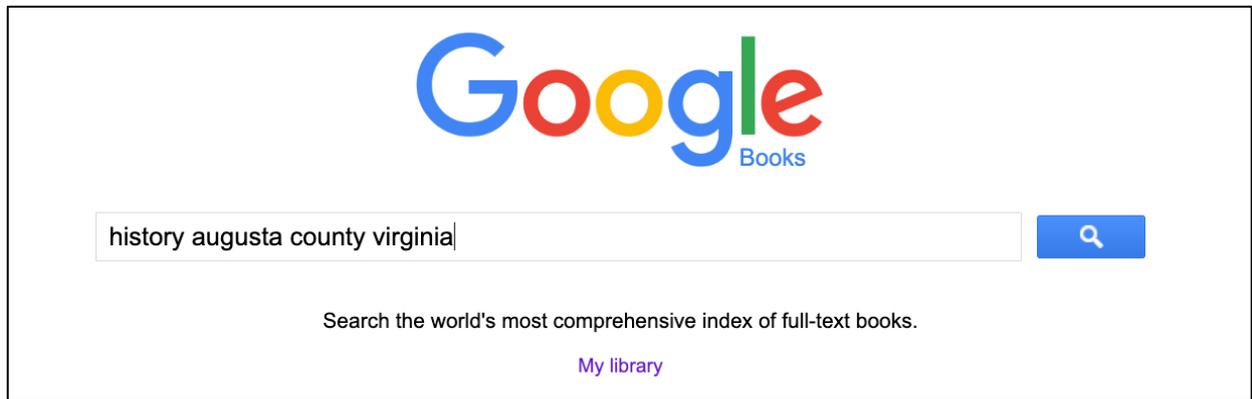


❖ Download: A different Lancaster County book is completely downloadable for anyone without logging in. If you don't succeed at first....

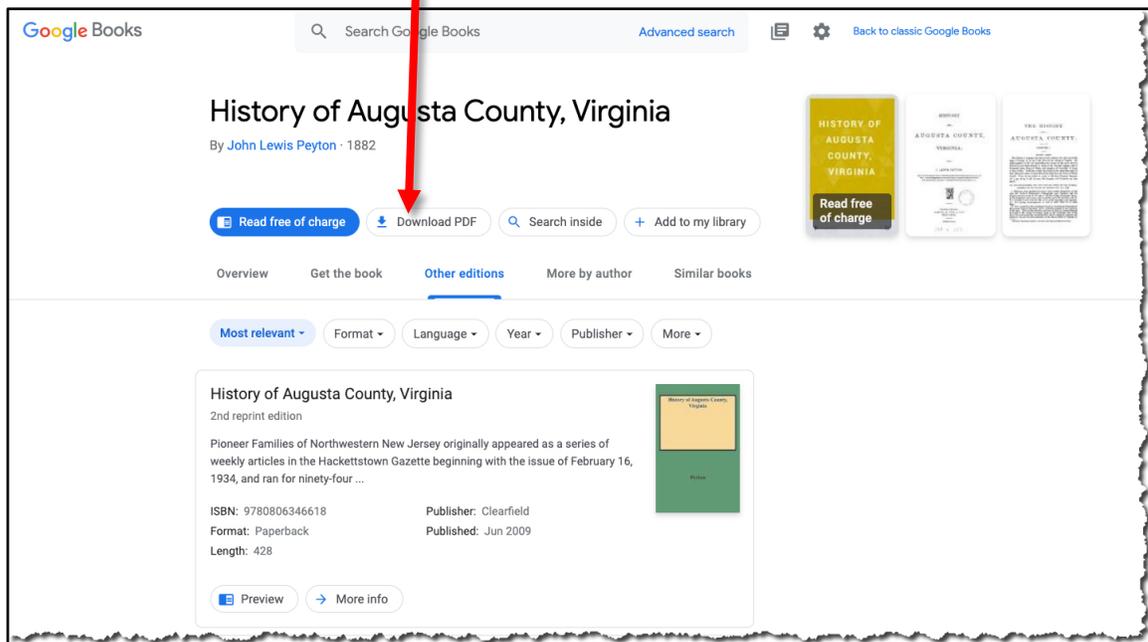


## GOOGLE BOOKS (<https://books.google.com/>)

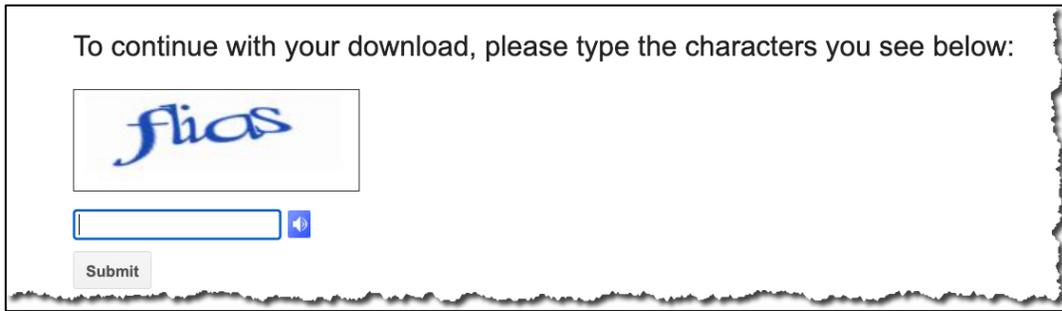
- ❖ **Search:** Searching Google Books is the same as searching Google. Use quotation marks around names or terms (or even one word) for specific matches. You can also use their advanced book search to narrow down your search ([https://books.google.com/advanced\\_book\\_search](https://books.google.com/advanced_book_search)). Some Google Books can only be searched, some only show a preview (some pages are shown, others omitted) or snippet (short quotes), and many in the public domain are totally downloadable as pdf files. We'll focus on the latter.



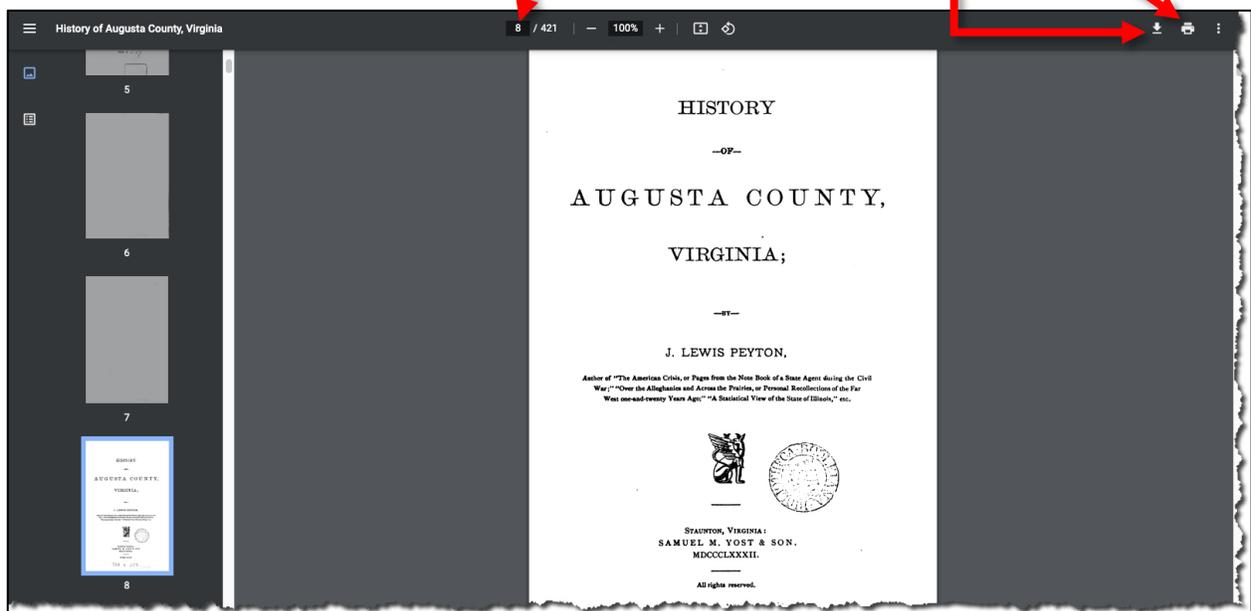
- ❖ **Download:** A search for the history of Augusta county, Virginia, which originally covered a huge space including part of Pennsylvania and today's West Virginia, shows the following. I can read it, download it, and search inside without an account. I can also add it to my own library if I have a Google account or gmail address:



- ❖ If you choose “Download,” Google next you to verify you are human...



- ❖ and then the book appears as a pdf file. If you know the page number you want, you can navigate to it by entering its number. You can zoom in, fit it to your computer screen, or rotate the images. You can download it...or print specific pages or the entire book.

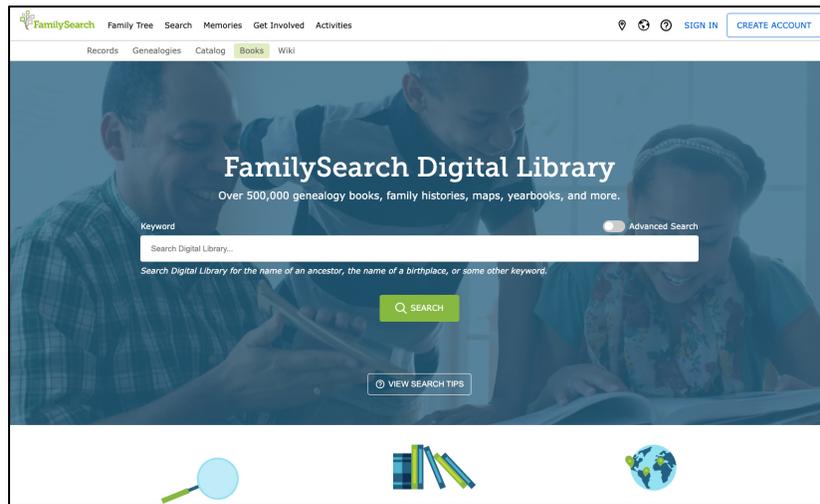


- ❖ Don't forget to save it!

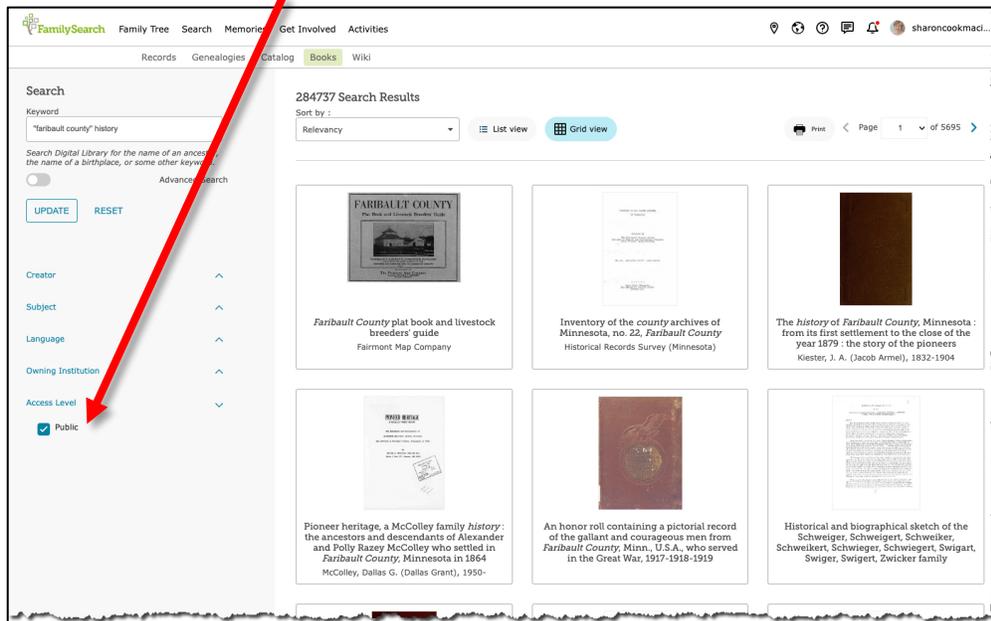
**FAMILYSEARCH DIGITAL LIBRARY** (<https://www.familysearch.org/library/books/>)

FamilySearch Digital Library has partnered with libraries and societies around the world. This is the largest free genealogy site in the world, so you will want to create a free account to access its resources. You can either go directly to the library at <https://www.familysearch.org/library/books/> or log in to FamilySearch (<https://www.familysearch.org>), then choose “Books” from the “Search” tab at the top (see “Search from the Catalog” below).

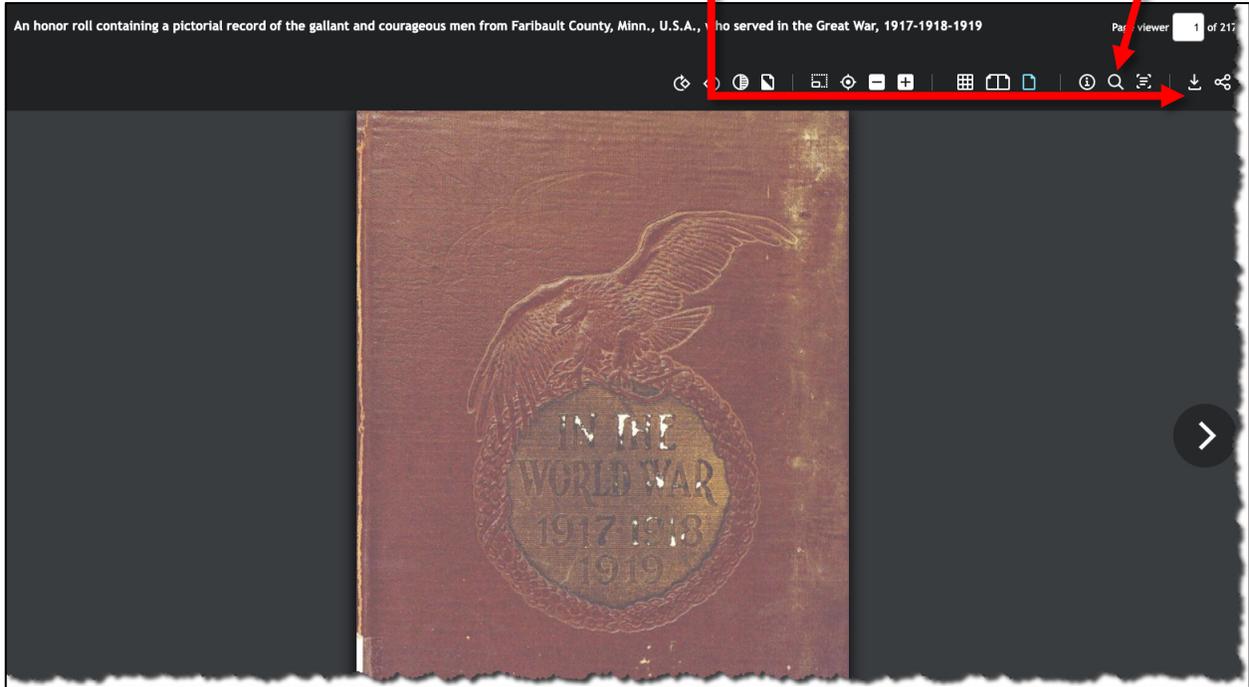
- ❖ **Search:** Enter search terms (family names, locations, military engagements, etc.) into the search field.



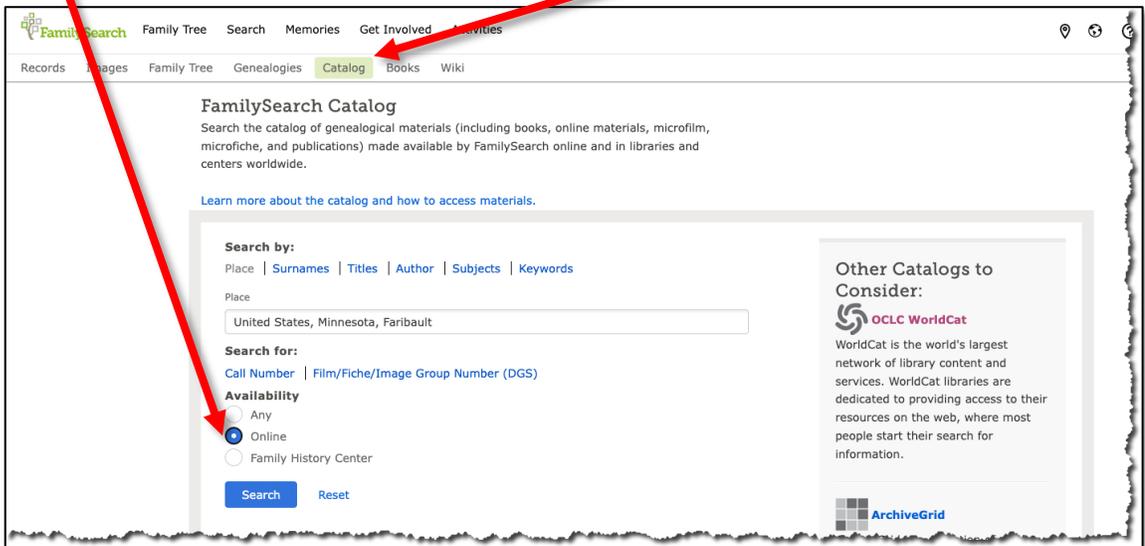
- ❖ I searched for a history of Faribault County, Minnesota, and filtered it to only the ones with public access. Click on these books which should be downloadable.



- ❖ After clicking on the book image, choices appear at the top of the screen. Explore the icons. They allow you to rotate the pages, adjust the contrast, zoom in or out, search, and download the page or the book.



- ❖ Search from the Catalog: Another way to search for books is to open the catalog and search for publications by place, surname, title, author, etc. If you only want books that are digitized, click “online”



The screenshot shows the FamilySearch Catalog search results for 'United States, Minnesota, Faribault'. On the left, there is a 'Refine your search' sidebar with options for 'Search by:' (Place, Surnames, Titles, Author, Subjects, Keywords) and 'Search for:' (Call Number, Film/Fiche/Image Group Number (DGS)). Under 'Availability', 'Online' is selected. A red arrow points from the 'View Inside' button in the second screenshot to the 'An honor roll...' entry in this list.

**Search Results for FamilySearch Catalog**  
 PRINT Catalog Print List (16)

**Notes**  
 Established in 1855 from Blue Earth County.  
 Part of [United States, Minnesota](#)

**Places within United States, Minnesota, Faribault**

- United States, Minnesota, Faribault - Archives and libraries - Inventories, registers, catalogs ( 1 )
- United States, Minnesota, Faribault - Biography ( 2 )**
  - [An honor roll containing a pictorial record of the gallant and courageous men from Faribault County, Minn., U.S.A., who served in the Great War, 1917-1918-1919](#) Add
  - [Memorial record of the counties of Faribault, Martin, Watonwan and Jackson, Minnesota](#) Add
- United States, Minnesota, Faribault - Cemeteries - Indexes ( 3 )
- United States, Minnesota, Faribault - Church records ( 1 )
- United States, Minnesota, Faribault - History ( 1 )**
  - [The history of Faribault County, Minnesota, from its first settlement to the close of the year 1870 : the story of the pioneers](#) Add
- United States, Minnesota, Faribault - History - World War, 1914-1918 ( 1 )
- United States, Minnesota, Faribault - Land and property ( 5 )
- United States, Minnesota, Faribault - Maps ( 2 )
- United States, Minnesota, Faribault - Military records ( 2 )
- United States, Minnesota, Faribault - Naturalization and citizenship ( 4 )
- United States, Minnesota, Faribault - Probate records ( 3 )
- United States, Minnesota, Faribault - Vital records ( 4 )

- ❖ Click on, for instance, the same “Honor Roll” book we viewed on the FamilySearch Digital Library site. Click on “View Inside” (you will have to log in if you haven’t already) and you will see the same screen that you saw before (see above) allowing you to rotate the pages, adjust the contrast, zoom in or out, search, and download the page or the book. Some books are on microfilm and you will only be able to view them page by page.

The screenshot shows the 'View Inside' page for the book 'An honor roll containing a pictorial record of the gallant and courageous men from Faribault County, Minn., U.S.A., who served in the Great War, 1917-1918-1919'. On the left is a thumbnail image of the book cover with a 'VIEW INSIDE' button. On the right is a metadata table.

TITLE NO	2569368
LANGUAGE	English eng en
SUBJECT	United States, Minnesota, Faribault - History - World War, 1914-1918 United States, Minnesota, Faribault - Biography
PAGE COUNT	217
OWNING INSTITUTION	Arizona State Library, Archives and Public Records
PUBLISHER DIGITAL	FamilySearch International
ACCESS LEVEL	Public

## ANCESTRY (Non-Downloadable Books)

- ❖ **Ancestry** has many online books that you can read but not download (you can print out only one page at a time). Choose “Card Catalog” from drop-down menu under “Search.” Enter a term and then choose “Stories, Memories & Histories” under “Filter By Collection” and use the other filters until you reach the county or name you are interested in. I was interested in Maysville, an early landing place on the Ohio River allowing entrance into northern Kentucky, and found C. Glenn Clift’s *History of Maysville and Mason County* (Lexington, KY: Transylvania Printing Co., 1936).

The screenshot shows the Ancestry Card Catalog search results for the keyword 'kentucky'. The search results are sorted by 'Date Added' and show 25 of 7,558 results. A red arrow points from the 'Stories, Memories & Histories' filter category on the left to the search results table.

Title	Category	Records	Activity
U.S., Carded Birth Records in Military Hospitals, 1884-1916	Birth, Marriage & Death	35,218	
1950 United States Federal Census	Census & Voter Lists	155,893,849	UPDATED
U.S., Mormon Migration Records, 1840-1932	Immigration & Emigration	143,658	
U.S., Letters Received by the Office of Indian Affairs, 1824-1881	Court, Land, Wills & Financial	0	
United States Patent and Trademark Office, U.S. Patents, 1970-2019	Court, Land, Wills & Financial	29,084,475	
Ireland, Irish Emigration Lists, 1833-1839	Immigration & Emigration	3,421	
U.S., Freedmen's Bureau Records, 1865-1878	Court, Land, Wills & Financial	3,064,033	
U.S., American Historical Society of Germans from Russia Obituaries, 1899-2012	Birth, Marriage & Death	2,937,060	
U.S., Directory of Scottish Settlers in North America, 1625-1825	Directories & Member Lists	26,157	
U.S., Defense POW/MIA Accounting Agency, Unaccounted-for Remains, Group B (Unrecoverable), 1941-1975	Military	43,918	

- ❖ While I can't download the book, I can search by name or year or keyword and I can read the chapters by clicking on each one.

The screenshot shows the Ancestry page for the book 'History of Maysville and Mason County'. The page includes a search form with fields for 'First & Middle Name(s)', 'Last Name', 'Year', 'Location', and 'Keyword'. A 'Search' button is present. Below the search form is a 'Source Information' section. On the right side, there is a 'Browse this collection' section with a 'Table of Contents' listing various chapters and sections.

**Table of Contents**

- Front matter
- Title page
- Preface
- Contents
- Chapter one. Part I. General description
- Chapter one. Part II. Neolithic man in Mason County
- Chapter two. The origins of English occupancy
- Chapter three. Cultural beginnings 1784-1795
- Chapter four. After the twenty years war 1795-1830
- Chapter five. Events from 1830 to 1850
- Chapter six. Events from 1850 to 1870
- Chapter seven. Later years, 1870-1935
- Chapter eight. Court records
- Bibliography

## OTHER EXCELLENT RESOURCES

- ❖ **Genealogy Gophers** (<https://www.gengophers.com/#/>) will search 80,000 genealogy books by name or location for free. They haven't been receiving enough donations to pay for their excellent server, so if you find relevant books online, please donate!

The screenshot shows the Genealogy Gophers website interface. On the left, there is a metadata section for a document titled "A history of Cooper County, Missouri : from the first visit by white men, in February, 1804, to the fifth day of July, 1876". The author is listed as Levens, Henry C.; Drake, Nathaniel M. The page count is 233, and the language is English;eng;en. The location is Mid-Continent Public Library, and the subject is Missouri, Cooper - History.

In the center, there is a search interface with a "PUBLIC RECORDS SEARCH" section. It includes input fields for "First Name" and "Last Name", and a "Start Search" button. Below the search fields, it says "PeopleLooker".

On the right, there is a preview of a historical document. The text includes: "people of that day as a great achievement. He peddled apples, cider and ginger-cakes at all the musters and elections. William Jolly was a gunsmith, a wheelwright, a blacksmith, a cooper, a miller, a distiller, a preacher, a doctor and a farmer. John Jolly kept a ferry across the Lamine river, on the lower ferry road, which is still known as 'Jolly's Ferry.' The next settlers of this township were William Lamm, James and John Turner, Joseph Pursley, Levin Cropper, Henry Levens, B. W. Levens, (the grandfather and father of Henry C. Levens, of Boonville.) Josiah Dickson, Charles Force, John Farris, Thomas Farris, Jesse Wood, David Fine, Joshua and Lacy McClanahan, George Dickson, Frederick and James F. Conner, John Calvert, Adam and Absalom McClanahan, Elverton Caldwell, Nodding Caldwell, Joseph Westbrook, Alexander Woods, Robert Givens, Leonard Calvert, August McFall, Alexander R."

- ❖ **Linkpendium** (<http://www.linkpendium.com/usa-genealogy/>) is a free wiki that anyone can add to but it has a wealth of information from both free and subscription (“\$”) sites grouped by statewide resources and by county. Click on the state or county you’re interested in and look for “Biographies, Oral Histories, Diaries, Memoirs, Genealogies, Correspondence” and other subjects. Explore the many other categories like “Directories,” “Ethnic,” “History,” “Immigration and Naturalization Records,” and “Land Records.” You can add your resources to the wiki, too.

The screenshot shows the Linkpendium website interface. At the top, it says "Statewide resources, California: Family History & Genealogy, Census, Birth, Marriage, Death Vital Records & More".

In the center, there is a search interface with a "REACH INTO THE PAST" section. It includes a "MyHeritage" logo and a "Find historical records about your ancestors" section. There are input fields for "First name" and "Last name", and a "Search" button.

Below the search interface, there is a section for "USE LINKPENDIUM'S FAMILY DISCOVERER TO SEARCH 2,804,127 FREE GENEALOGY SOURCES!". It includes a "New Search for:" section with input fields for "Last Name" and "First Name (optional)", and a "Locality:" dropdown menu set to "WORLDWIDE".

On the right side, there is a yellow sidebar with a "Linkpendium" logo and a "Jump to a City:" section with a "State:" dropdown menu and a "GO!" button. Below that, there is a "Jump to a County:" section with a "State:" dropdown menu and a "GO!" button. At the bottom of the sidebar, there is a "Jump to a Surname:" section with a "Surname:" input field and a "GO!" button.

At the bottom of the sidebar, there is a "NEW! NEW! NEW!" section with a "SEARCH!" button and a description: "This search engine lets you search up to 2,804,127 pages of free genealogical data with a single query! Search the whole U.S. or just one state."

At the bottom of the main content area, there is a section for "Biographies, Oral Histories, Diaries, Memoirs, Genealogies, Correspondence (21)".

- ❖ The “Online Books Page” (<http://onlinebooks.library.upenn.edu/>) lists 2 million free online books
- ❖ Digital Public library of America: The DPLA hosts images, texts, videos, and recordings <https://dp.la/>, plus links to many resources on other sites.

### GOOGLE SEARCH: STEPS TO FOLLOW FOR GENERAL SEARCHES

- ❖ Conduct a Google search for your family (this isn’t just for books). For the best results I’ve found:
  - ❖ Enter the family or individual’s name followed by the location in which they lived.
  - ❖ Enter the name of one member of the couple surrounded by quotation marks followed by the last (or maiden) name of the other member without quotes. Enter “James Wilcox” OR “Wilcox, James” (“or” must be capitalized). BTW, if you only want to bring up a specific word or spelling, put that one word in quotes.
    - i. Check out Google’s reference on how to refine searches at <https://support.google.com/websearch/answer/2466433?hl=en>
  - ❖ Let’s say your ancestor had a middle name and you want to search for him with and without his middle name or initial, use an asterisk in its place. For example, let’s say your ancestor was Flavious Alexander Holt (1873-1929) of Bingen, Arkansas. Use “Flavious \* Holt” as search terms. Google will return hits for Flavious “Flave” Holt (1917-2001) from FindAGrave and MyHeritage, and will also ask **Did you mean:** “*flavius* \* holt.” If you click on the “Did you mean” message, you will see more hits, this time for Flavius P. Holt, Flavius A. Holt, Flavius F. Holt, etc.
  - ❖ If you want to search specifically within a specific website, use “site:” in front of the term. For example, to search Ancestry for Ludwig Herring, I would use the following: site:ancestry.com “ludwig herring” Another search might be “texas death records” site:ancestry.com. This is a particularly helpful tool!
  - ❖ Search words in proximity to each other: for example, Clayton AROUND(1) Pattison will return “Clayton” and “Pattison” within one word of each other or Clayton AROUND(2) Pattison shows the names within any two words. The word “around” must be capped.
  - ❖ Search by date range (or number range) by separating using two periods such as: Philadelphia disease 1776..1783 or a name with birth and death dates separated by ..