

Fold3 Tips

Searching

Click on browse and choose a topic. A new menu will open on the right. Each menu narrows down your choices. So try to go as narrow as possible before entering a name in the search box. Fold3 does not look for both the first and last name together. It looks for each word separately. For example, if you were searching for "John Smith," it would look for all of the records for a "John" and all of the records with the name, "Smith." So entering a name before locating your database will bring up lots of unrelated hits.

Printing

Choose tool icon



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Help

Check out the Fold3 training center where you can find tips for searching, browsing, printing, and other useful information.