Finding Military Records on the National Archives

1. Go to the National Archives website (click this link) https://www.naa.gov.au

2. Select Record Search
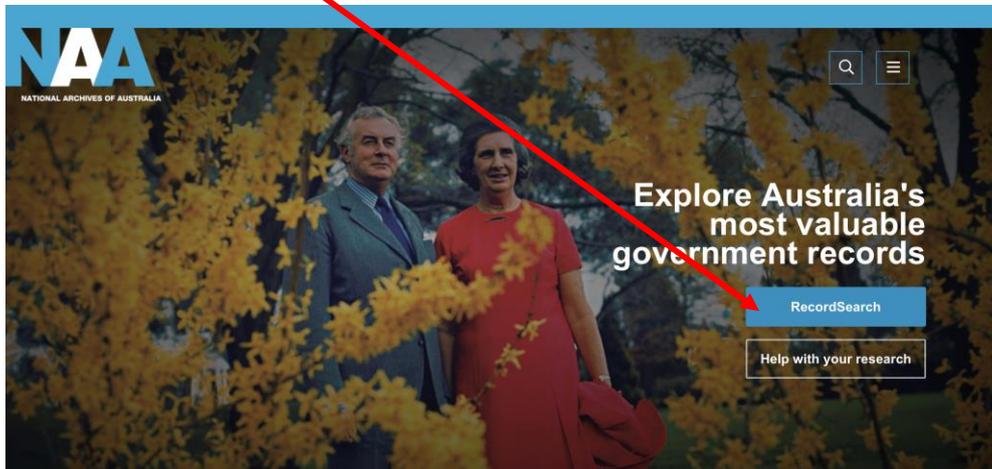
3. Select Name Search

4. Type in the Family Name, Given Names then select Category (which war) using the down arrow then Search.

5. Select the correct person from the list and click on digitised item.

6. A screen like this should appear.
   To print this document you will need to print it one page at a time. Go up to the top left of your screen and click – then select print from the list that appears.
   Choose landscape as the format.
   The next button takes you to the next page

7. To copy the web link (for Ancestry) or to share with other people:

Along the top of your screen you should see something like this … It is likely to be in the centre of the screen. It is the weblink that you need to copy.

NAA recordsearch.naa.gov.au 🔒
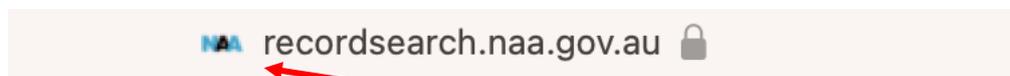
Start from the left hand side and highlight … recordsearch.naa.gov.au
Click on the right button on your mouse pad (or right click) and select copy

This is the link you have just copied:
https://recordsearch.naa.gov.au/SearchNRetrieve/Interface/ViewImage.aspx?B=6050596

8. Add a new tab by holding down the control key AND the letter T

9. Log into your Family Tree in Ancestry

10. Find the person in your tree that matches the military record that you have just copied eg John Herbert Gardiner

    In the middle of the facts page about your person (eg John Herbert Gardiner) you will see the Ancestry Sources

Ancestry sources

	Ancestry Family Trees
	Australia, Birth Index, 1788-1922
	Australia, Electoral Rolls, 1903-1980
	Australia, Marriage... 1788-1950 **View**
	Australia, WWI Service Records, 1914-1920
	Victoria, Australia, Marriage Index, 1837-1950
	Victoria, Australia, Marriage Index, 1837-1950

🔍 Search on Ancestry

⊕ Add source

⊕ Add web link

Click on Add web link

11. This screen will appear:
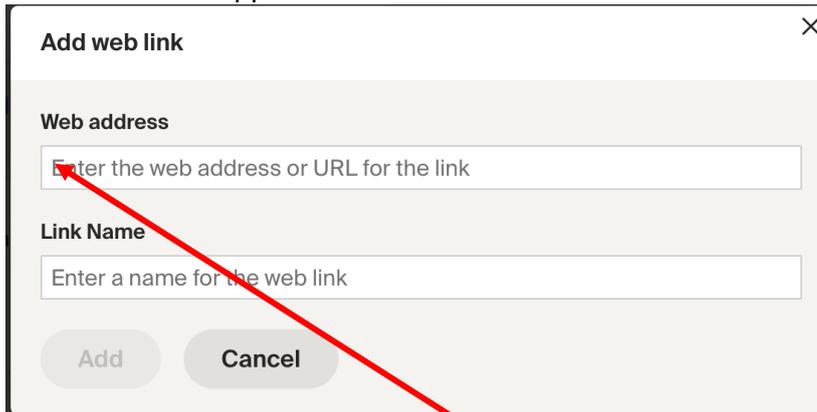
12. Click inside the box to enter the web link

Right button click on your mouse pad and select PASTE. This web link should paste into the box:
https://recordsearch.naa.gov.au/SearchNRetrieve/Interface/ViewImage.aspx?B=6050596

13. In the box that is labelled Link Name type Military Records (or another appropriate title)
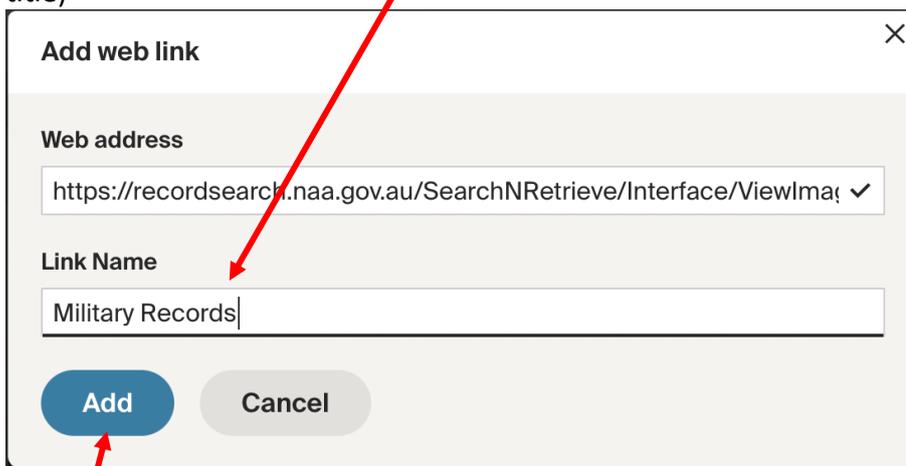
14. Click Add

15. Back on the facts page for John Herbert Gardiner you should see the web link in the Source List:
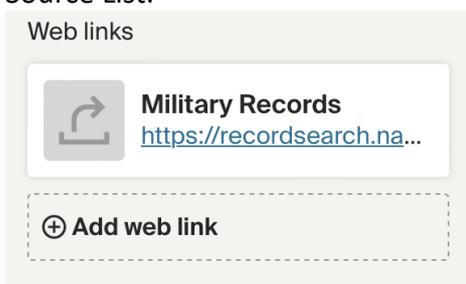
16. If you click on this button you should be taken to the National Archives record for John Herbert Gardiner.